

Policy for Request of Funds from  
TC West Athletic Booster's  
"All Sports" Account

- A. All requests must be submitted in writing by the individual or organization soliciting the funds.
- B. Those requesting the funds must indicate the following:
  - a. Complete name and phone number of requesting parties.
  - b. Date of request
  - c. Amount of request
  - d. Purpose of request
  - e. Date that funds are needed
- C. Requests of \$1,500 or less must be presented to the TCW Athletic Office 15 business days prior to the date the funds are needed. All requests in excess of \$1,500.00 will require 30 business days notice. Booster Board and Athletic Director will review for any questions, and for the budgetary impact that the request may have for the upcoming season.
- D. All requests should be made in the spirit of improving the sports experience for both the individual TCW Athlete and the TCW Athletic Program in general. If deemed necessary, the party requesting the funds *may* be asked to personally present their request at the next Booster meeting. .
- E. In reviewing request, Booster Board will be taking into consideration the amount of previous financial and/or volunteer support given by the requesting individual/organization, to the Booster General Fund. Booster Board may ask for a firm commitment by requestor for future financial and/or volunteer support with Booster Fundraising activities.
- F. Although it is not a requirement, it is recommended that financial requests NOT be made by members of the Booster Board, unless special circumstances exist.
- G. At any given time throughout the budgetary year, the Booster Board (with Athletic Director approval) reserves the right to either refuse or freeze any/all requests for the remainder of the year, based on the remaining budgeted discretionary funds, the amount of requests received, amount of funds previously granted, and the overall current financial state of the "All Sports" account.
- H. The TC West Athletic Booster Board reserves the right to revise and amend this policy at any time without notice. (Board will advise and seek approval of Athletic Director).
- I. All requests for funds will require the approval of the Athletic Director before disbursements will be made.