



# Financial Steering Committee Guidelines

The purpose of the guidelines are to set proper expectations between the Boosters and coaches on what is considered when approving funding and provide transparency as to the rational applied to funding requests.

The Boosters recognize that each request is unique and it should be noted that these are GUIDELINES the general membership expects the Financial Steering Committee to follow. Each request should be considered based on these guidelines however the Financial Steering Committee has ultimate decision making power as to whether or not to bring request to the general membership based on, and as per our by-laws. This document is to clarify, on a yearly basis, Article IV, Section 2 of the By-Laws: *The Athletic Boosters has the authority to establish criteria for the distribution of funds.*

## Definitions

### Active Team

Any Flushing High School team which satisfies the team requirements for their season

## Proposed Guidelines

- The team be an “active team” with the Boosters (Required)
- The request should be made to the Athletic Department before submitting to the boosters
- At a minimum the request should discussed with the Athletic Director
- The request should be made at least one week prior to the scheduled meeting via the approved submission means
- All areas of the request form should be answered clearly so that the use of and need for the request can be understood without extra context
- If possible the requesting coach should be present at the meeting when the request is being presented to answer questions
- The coach should be made aware of when (which meeting) his/her request is being reviewed
- Requests should be reasonable and appropriate and directly relate to the Boosters mission of furthering interscholastic athletic programs
- The organization will consider funding for those items and equipment requests which are over and above the necessities, travel and related expenses if Flushing High School is being represented, and slush finds to replenish frequently purchased items for services or fundraisers. *(Currently in By-Laws)*
- The coach should be notified in a timely manner of the Financial Steering Committee decision and/or general membership vote results. If a request is rejected, the coach will be notified of the rational for the rejection.



## Flushing Athletic Boosters

<http://www.FlushingAthleticBoosters.com>

<https://www.facebook.com/FlushingAthleticBoosters>

ANGELA MESSER – PRESIDENT

TIM GAGNE – VICE PRESIDENT

ANNETTE SCHUNTER – TREASURER

LIZ GRANGER – SECRETARY

### Implementation and Governance

The requirements are to be reviewed yearly at the first meeting of the year.

The above is to be implemented for a one year trial period (2014-15) after which voting should take place to, if necessary, and add the requirements to the by-laws.