

LTHS BOOSTER ASSOCIATION

TEAM SEASON BUDGET & FUNDRAISING REQUEST FORM

2026–2027 School Year

Team/Program: _____

Coach/Advisor: _____

Team Representative/Sub-Board Contact: _____

Season: Fall Winter Spring

Date Submitted: _____

Estimated Number of Student Participants: _____

SECTION 1 — TEAM SEASON GOALS

Please briefly describe your team/program goals and anticipated needs for the upcoming season.

SECTION 2 — ANTICIPATED PROGRAM EXPENSES

APPROVED PROGRAM EXPENSES

(Examples: equipment, uniforms retained by school, league fees, tournament entry fees, transportation support, practice equipment, senior banners, approved banquet expenses, school-collected warmups, community events, approved scholarships)

Expense Description	Estimated Cost	Booster Eligible?
Equipment	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Uniforms (school retained)	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Warmups/Team Apparel*	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation/Bus Costs	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tournament/Competition Fees	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Banners	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
End of Season Celebration	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scholarships	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Community Event/Program Expense	\$_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other: _____	\$ _____	
-----------------	----------	--

Estimated Total Expenses: \$ _____

SECTION 3 — FUNDRAISING PLAN

Requested Booster Fundraisers

(Teams are limited to two booster-supported fundraisers per season unless otherwise approved.)

Fundraiser	Estimated Revenue	Intended Purpose
_____	\$ _____	_____
_____	\$ _____	

Estimated Total Fundraising Revenue: \$ _____

SECTION 4 — COMPLIANCE ACKNOWLEDGMENT

By signing below, the coach/advisor and team representative acknowledge the following:

Booster Funds MAY Be Used For:

- Equipment and program expenses
- Uniforms and school-retained gear

- Warmups used as season uniforms costing under approved limits
- Senior banners
- Approved team/community events
- Approved end-of-season celebrations within Booster limits
- Scholarships that follow Booster scholarship guidelines
- Championship apparel approved by the Executive Board
- Transportation and competition-related expenses

Booster Funds MAY NOT Be Used For:

- Coach gifts
- Senior gifts or personal gifts
- Cash gifts or gift cards to individuals
- Personal merchandise or swag retained by athletes outside approved policy
- Unapproved reimbursements
- Parent-only social events
- Expenses not voted on or submitted for approval

Additional Compliance Requirements:

- All fundraising conducted under the Booster Association EIN must receive prior approval.
- All raffle proceeds must be deposited into the designated gaming account in accordance with NJ LGCCC regulations.
- All reimbursement requests must include receipts and prior approval documentation.
- Warmups purchased above approved limits must remain property of the school/program for future use.
- Teams are encouraged to establish independent organizations if they wish to independently fundraise or operate outside Booster oversight.

SECTION 5 — REQUESTED BOOSTER SUPPORT

Please indicate the level of support being requested from the Booster Association:

- Financial Support
- Fundraising Approval
- Concession Support
- Raffle License Assistance
- Scholarship Administration

- Equipment Purchase Assistance
 - Other: _____
-

SECTION 6 — SIGNATURES

Coach/Advisor

Name: _____

Signature: _____

Date: _____

Team Representative

Name: _____

Signature: _____

Date: _____

Booster Executive Board Review

- Approved
- Approved with Conditions
- Denied

Notes:

Approved Amount: \$ _____

Date Approved: _____

Executive Board Signature: _____

Warmup Policy Note

Warmups purchased with Booster funds:

- Must be used as part of the team uniform during the season
- May be retained by athletes only if the cost is within approved Booster limits
- Are not considered banquet gifts or senior gifts