

Novato High School Sports Boosters Guidelines for General Fund Expenditures

General Requirements

- Any funding request over \$300 must be in writing and presented to the SB Board for a vote of approval in advance of the expenditure. In other words, reimbursement requests should only be for amounts less than \$300, and even those must be approved by the Board.
- Any funding request over \$1,000 must have at least two written quotations as part of a written proposal.

Funding Request that Will Benefit One Sport (including boys and girls of the same sport)

- See general requirements, above.
- Should only be made only when funding for the project plus the run rate for the season would put the program balance for that sport below \$300.
- Should not be for the purpose of seasonal needs such as hats or balls.
- Will improve that sport's program through an investment in infrastructure or equipment that is expected to last three or more years.
- Some percentage of matching funds (with a goal of 50%) should be provided by the sport through donations or fundraising.

Funding Request that Will Benefit Multiple Sports or the Overall Athletic Program

- See general requirements, above.
- The written proposal should reflect input from relevant stakeholders, such as coaches, players, and parents.
- The proposal will:
 - Improve the overall athletic program, or more than one sport, through an investment in infrastructure or equipment that is expected to last three or more years; or
 - Enhance community support for NHS athletics; or
 - Support student-athletes at NHS regardless of their sport.
- The proposal should not be primarily for the purpose of safety or basic maintenance of facilities, which should be the responsibility of the School Site or District.