

Alameda Athletic Boosters
Award Request Process & Criteria



The below are guidelines. There may be exceptions or requests that don't fit exactly into the guidelines. Please always feel free to contact AHS Athletic Director and/or Boosters President for consideration of any need your team may have.

PROCESS

1. **Identify A Need** - Team identifies a need that requires funding.
2. **School Funding?** - Coach checks with AHS Athletic Director on school funding.
3. **Submit Request to AHS Athletic Boosters** - If school funding is *not* available, Coach submits a *request via email* to AHS Athletic Director & Boosters President. *Request must include description of need and documentation of the cost**.
4. **Request Presented** – Boosters Presidents presents the award request to the Elected Officers who are the Award Voting Members (President, Vice President, Secretary, Treasurer and Team Parent Coordinator).
5. **Questions/Feedback** – Any questions and/or feedback from Boosters is emailed back to Coach for response and additional info.
6. **Approval/Decision** - Boosters Award Voting Members decide on Boosters funding/contribution for award and notify Coach and AHS Athletic Director. Awards (granted & denied) will be added to the next Boosters Membership Meeting agenda. Awards will be presented and briefly discussed at the meeting and recorded in the meeting minutes.

APPROVAL

- Final Decision on Awards will be by a majority of the five (5) Boosters Award Voting Members (President, Vice President, Secretary, Treasurer and Team Parent Coordinator).
- Awards that have a longer impact and/or benefit multiple teams will receive higher priority for funding than short term benefits or awards benefiting a single team.
- All awards will be discussed and documented as part of the Boosters membership meeting.
- **Team Requests** – If Boosters approves an award for a specific team, the percentage of per athlete Boosters donations that team obtains will be a factor in how much is funded.
 - If the team has/gets 90% or more per athlete Boosters donations, Boosters will consider funding up to the full award amount (100%).
 - If the team has/gets less than 90% of their per athlete Boosters donations, Boosters will consider funding up to half (50%) of the award (50/50 split). If necessary, Boosters will front 100% of the cost and the team will repay the 50% balance of the award.
- **Uniforms/Team Clothing** – Requests for uniforms/team clothing will be reviewed on a case-by-case basis. Decision will be based on multiple factors including (but not limited to): Uniform Wear and Longevity, Varsity priority (JV/Frosh often inherit Varsity uniforms); Quantity required, and Boosters budget/available funds.

CRITERIA FOR AWARDS

- **Proposed Spending** – Request must be for “Proposed Spending”; not reimbursement after-the-fact. *NOTE: Boosters will consider reimbursing up to 50% of “after the fact” purchases, but these are reviewed on a case by case basis.*
- **Team and/or Athletic Department Related** – Request is for the benefit of the whole team (not an individual) and/or AHS Athletic Department. Athletic Department requests should fall under one of the following four categories:
 - Infrastructure
 - Equipment (necessary)
 - Transportation/Lodging (NorCal/State Competitions only)
 - Certification
- **Good Standing** - Team must be in good standing with Boosters
 - Team has regular attendance at Boosters membership meetings.
 - Team has per athlete Booster donations (\$60) of >50%.
 - Team currently has no outstanding repayable awards or advances.
- **Documentation** – All requests for awards require documentation. Email request with description of need, cost/quote, etc. *NOTE: New awards can be presented, requested, discussed, and/or reviewed at Boosters membership meetings if the need is urgent and time permits. Coach must be in attendance at Boosters meeting to present award request.*

* Teams should contact John Pina at Eastbay Team Sales for a quote (john.pina@footlocker.com). Other quotes can be obtained as well for consideration if Eastbay is unable to accommodate or there is significant savings.