



## **Jacket Boosters, Inc.**

### Requests for Jacket Booster Funds Procedural Document

The following procedures and guidelines were adopted by the Jacket Boosters on March 14, 2011 to address how Jacket Booster General Funds and restricted sports funds may be distributed in relation to capital equipment and facility improvement purchasing needs.

Capital equipment and improvements are defined as those items that have a projected life of at least five (5) years. The intention is to promote up front discussion and planning for all capital purchase's and improvements to avoid funding conflicts. However, some projects may be approved with the benefit of current and future teams in mind.

The mission of the Jacket Boosters and the restricted sports is to raise funds for our athletes and their needs and will remain the focus of our organization.

#### Funding:

1. Capital equipment purchases and improvements that benefit the training and well being of Mount Vernon High School and Mount Vernon Middle School programs and athletes including weight room improvements and physical training room needs.
2. The Jacket Boosters will not fund disposable items through the general fund for such things as shirts, hats, travel, shoes, gloves, coaches' clinics etc. Restricted sports will be expected to raise funds for this type of need or pass that cost onto the parents of the athletes. Teams may choose to purchase these items from their team special accounts.

The Jackets Boosters reserves the right to amend the policy and procedure document as required by the agreed upon. In addition, the Jacket Boosters reserves the right to review and develop funding strategies to assist restricted sports as needed outside of these policies.

At all times, funding levels set forth in this guidance document may be denied for any restricted sport for any of the following reasons:

- The availability of funds for the Jackets Boosters from the General Fund or operational budgets of the respective sports (the sports contribution to the purchase).
- Not providing the Jacket Boosters the proper funding form and obtaining approval of the Jacket Boosters in advance of any ordering of equipment or hiring of vendors. All approvals must be submitted to the Jacket Boosters in advance (30 days) of approval for funding. No equipment or improvements may be ordered without approval.
- The restricted sport selection of vendors for capital equipment purchases without following approved procedure (form and advance notice) and obtaining at least three (3) estimates for all purchases/improvements above \$1,000. Estimates must be provided to the Jacket Boosters with the appropriate funding request form before funds will be approved. Single estimates are permitted to improve an existing asset but, must still be approved by the Mount Vernon High School, the Athletic Department and the Jacket Boosters.
- No pre-approval of capital equipment/improvements will be made by the Mount Vernon Athletic Department (and Athletic Director). All improvements and approvals must be submitted to the Jacket Boosters in advance of approval for funding and be approved by the Athletic Department.
- No pre-approval will be made by the Mount Vernon High School. All capital equipment/improvements that physically affect any property (building or grounds) belonging to the Mount Vernon City Schools must have approval. All improvements and approvals must be submitted to the Jacket Boosters in advance of approval for funding and after demonstration of compliance with the Mount Vernon City Schools policies on the facility changes and improvements. No equipment or improvements may be ordered without the approval by Mount Vernon City Schools, Mount Vernon Athletic Department and the Jacket Boosters. Any purchases and improvements done outside of this process will be rejected.
- The Jacket Boosters do not purchase uniforms, performance items (shirts, hats, shoes, gloves, etc) or any items considered to be part of a uniform. These items are not considered to be capital equipment and their purchase is the responsibility of the sport raising the funds, the athletic department or parents of the athletes.

Any equipment or improvements that are ordered or completed without the approvals listed above are subject to denial of any funding. This may include no funding by the Jacket Boosters, denial of the use of previously raised funds by the restricted sport and the denial of projects by the Mount Vernon City Schools. The Jacket Boosters, Mount Vernon City Schools and the Mount Vernon Athletic Department will not be responsible for any equipment or improvements ordered without proper approval.