

## MHS ATHLETIC BOOSTER CLUB REQUEST

### DIRECTIONS:

1. You must have a parent representative regularly attend monthly meetings for your request to be considered. Meetings are generally held the 3<sup>rd</sup> Wednesday of every month. If there is an event conflict or questionable weather, phone 363-6277 for cancellations.
2. Fill out the form and give to one of your parent reps to be presented at a monthly meeting.
3. The first month your wish list item is presented; the next month it is voted on for approval. Plan ahead so if your request is approved, you have time to make purchase before your season begins.
4. We do not have a meeting in December, so if your item is presented in November, it will not be voted on until January.
5. If your item is approved, your purchase must be made and invoice or purchase order turned in by the 3<sup>rd</sup> Wednesday in May. This is the end of our calendar year, so at this time all items not purchased will be cleared from our books. Requests will have to be re-submitted in June.
6. REMINDER: Our calendar extends from June 1 – May 31. The first meeting of a new fiscal year begins the 3<sup>rd</sup> Wednesday in June.

MHS ATHLETIC BOOSTER CLUB IS STRIVING TO GIVE FINANCIAL SUPPORT TO ALL ATHLETIC PROGRAMS. WE HAVE BEEN DISTRIBUTING APPROXIMATELY \$20,000 IN FUNDS YEARLY. IN RETURN FOR OUR EFFORTS WE ARE REQUIRING YOUR SUPPORT BY HELPING MAINTAIN REPRESENTATIVES AT OUR MONTHLY MEETINGS. WE WOULD ALSO LIKE YOUR ASSISTANCE IN ENCOURAGING YOUR ATHLETE'S PARENTS TO PURCHASE A YEARLY BOOSTER CLUB MEMBERSHIP.

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### TIMETABLE FOR A BOOSTER CLUB REQUEST

Requests for all fall sports will be submitted in May, June, or July

#### FALL SPORTS:

Football, girls and boys volleyball, cross-country, boys soccer, swimming, student government, cheerleaders, poms, girls golf

Requests for all winter sports will be submitted in August, September, or October

#### WINTER SPORTS:

Boys and girls basketball, gymnastics, hockey, ski team, wrestling

Requests for spring and summer sports will be submitted in January, February, and March

#### SPRING AND SUMMER SPORTS:

Track, girls soccer, boys golf, tennis, girls softball, baseball

**MHS ATHLETIC BOOSTER CLUB PURCHASE REQUEST FORM**

Item: \_\_\_\_\_ Quantity: \_\_\_\_\_ Cost: \_\_\_\_\_

Description: \_\_\_\_\_ Shipping: \_\_\_\_\_

\_\_\_\_\_ Handling: \_\_\_\_\_

Installation: \_\_\_\_\_

Vendor: (1) \_\_\_\_\_ Maintenance Contract: \_\_\_\_\_

Vendor: (2) \_\_\_\_\_ **TOTAL COST:** \_\_\_\_\_

**COACH MAKING REQUEST:** \_\_\_\_\_ Sport: \_\_\_\_\_

Parent representative: (1) \_\_\_\_\_ Phone no. \_\_\_\_\_

(2) \_\_\_\_\_ Phone no. \_\_\_\_\_

What sport/sports will use this item? \_\_\_\_\_

What is the purpose of this item? \_\_\_\_\_

Anticipated years of use? \_\_\_\_\_ Was this a school budget request item? \_\_\_\_\_

**Coach's Signature:** \_\_\_\_\_

The following subsection of the Booster Club bylaws has been added to the request form in July of 2006 to clarify the expectation of the Booster club regarding requests and parental participation in the Booster Club.

**ARTICLE III. Membership**

Section 1: Members can include any (non-student) adults or parents representing the interests of a particular sport at Mukwonago High School.

Section 2: It is the responsibility of the coach of a particular sport to select the parent representative to attend the monthly booster club meetings. All meetings shall be held the 3<sup>rd</sup> Wednesday of each month ( excluding December) unless the President and Athletic Director change the date due to conflicts with events at Mukwonago High School. i.e. parent teacher conferences, vacations etc.

**ARTICLE IV. Attendance**

Section 1: It is expected that at least one parent representative from each sport wishing to receive booster club funds will attend each monthly meeting. It is not necessary for the same person to attend each meeting. A maximum of 3 parent representatives will be allowed to represent each sport.

Section 2: No money will be disbursed to a sport that has not had a parent representative in attendance for at least 3 monthly meetings before the request.

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**FOR BOOSTER CLUB USE ONLY**

Date presented: \_\_\_\_\_ Date approved: \_\_\_\_\_ Amount approved: \_\_\_\_\_

Parent representative: \_\_\_\_\_

Comments: \_\_\_\_\_