

# TL Athletic Boosters

## TEAM FUNDING/GRANTS GUIDELINES, Eff. August 2017

One of Terra Linda Athletic Boosters top priorities is to raise/distribute funds to support TLHS Athletics, providing financial grants to TL sports teams that will enable them to operate and succeed as a team. Our goal is minimize the amount of fund-raising teams need to do on their own by providing as much funding as possible. However, team requests, needs, and ideas usually exceed funds we have available. To insure a fair, equitable and transparent process, we have created a set of policies to guide TLAB team funding grants.

The following outlines the guidelines we follow in order to insure that all teams receive as much support as we are able to provide and that the greatest needs are addressed in order of priority.

In establishing grants, TLAB will take a holistic view of the entire set of TL athletic team needs. This will require reviewing all team needs for the coming school year. The goal of this process is to fully fund all "TLAB Eligible" expenses, but funds rarely enable 100% coverage for all team requests.

Teams/coaches are to follow the established process and provide the AD and TLAB with an overview of their anticipated financial needs for operating their program in the coming year. Coaches will use the template provided for this purpose to facilitate the process and simplify their effort. TLAB requests that coaches list ALL ANTICIPATED EXPENSES in the template whether it is within current funding guidelines or not. This visibility will enable TLAB to continue to evolve its guidelines in the coming years based on actual needs. If TLAB sees a recurring need from several teams that is not currently TLAB eligible, the TLAB Board may vote to change the status of that particular type of expense for the next year, funds permitting.

### WHAT WILL TLAB PAY FOR:

The TLAB Budget Committee and AD will meet and review all requests, identifying the highest priorities for funding. Equipment, Prioritization will be based on the following:

- Items needed to functionally operate a program (balls, equipment, practice gear, game uniforms)
- Tournament entry fees ( within reason)
- Major TLHS athletic infrastructure initiatives and needs (Trojan Training Center, gym scoreboard, pole vault pit, etc.) suggested by AD and Principal
- Special funding requests from teams, e.g., gear or apparel for players who cannot afford them, Sideline Canopies, water systems, medical treatment etc (when funds are available)

Items that currently fall outside the funding guidelines may include (but not be limited to):

- Off-season sports camps (other than the Trojan Training Program)
- Off-season sports or team activities that are optional and not part of the standard league/sectional schedule
- In-season team spirit building activities that represent opportunities for families to contribute to the team building effort (e.g., team dinners)
- Team specific merchandise that is not part of an official uniform and/or required for participation on behalf of TLHS (e.g., team windbreakers, sweatshirts, hats, gear bags, etc.)
- Team specific merchandise that the athlete keeps at the end of the season – swim suits, baseball gloves, lacrosse sticks, shoes, etc.
- Non-athletic activities that are not team-wide and/or are focused on supporting a few selected athletes
- Travel and lodging for the above items, activities (as they fall outside the standard season for teams)

## **HOW TO APPLY FOR A TLAB GRANT:**

In order to function most effectively and enhance communication to insure all teams and families involved in athletics are apprised of key developments, TLAB has several small requirements it asks of each team.

- Provide your operating budget to the AD on time, utilizing the TLAB Budget Template. Coaches should do their best to get relatively accurate estimated costs, but TLAB understands that these estimates are subject to change. Teams that do not deliver timely information risk getting less than they need. The current schedule for coaches to provide their draft budgets to the AD is as follows:
  - **Fall Sports – budgets due May 1. Grant approval June 1.**
  - **Winter Sports – budgets due September 1. Grant approval October 1.**
  - **Spring Sports – budgets due December 1. Grant approval January 1.**

Exceptional funding requests should be presented farther in advance so TLAB can assess the financial impact of the request on the annual budget.

- Provide name and contact information for a designated team point person or team parent.
- Provide team family rosters and contact information (including parents!) to help facilitate communication to our TL athletic community and families regarding TLAB events.
- Invite a TLAB Board member to your initial Parent Team Meeting so TLAB can explain who we are and our role at TLHS.

## **HOW TO ORDER/ PAY FOR TLAB APPROVED EXPENSES:**

Once a grant is approved, items on the team budget can be ordered/ purchased by the coach using several methods.

- Order the items from T&B Sports on 4<sup>th</sup> Street in San Rafael by providing the sales person with written approval from the TLAB Board ( TLAB authorization to purchase).
- Submit a PO to TLAB for the item, specifying the vendor item #, cost, etc.
- Utilize the TLAB credit card via a TLAB Board member for urgent or unique expenses.
- Purchase the item and then submit an invoice to TLAB for the expense along with a copy of the receipt with a request for reimbursement.

Please be sure to report all the actual costs for TLAB eligible purchases back to TLAB.

For questions regarding budget submissions, funding guidelines, payment options, or any other expenses related questions, contact a member of the TLAB Board or the AD.