

Alameda High School Athletic Boosters
Process & Criteria for Submission & Review of Team Awards

PROCESS

- I. Team identifies a need that requires funding - team checks with Athletic Director on school funding
- II. If school funding is *not* available, team submits a request for an award via email to Booster's President, AHS Athletic Director, AHS Principal and Booster's Treasurer at least 1 week prior to the next membership meeting.
- III. Request to include:
 - a. Description of the request with documentation of the cost
 - i. Teams should contact Carlos Trujillo at East Bay first for a quote (ctrujillo@eastbay.com, 408-784-0902). If East Bay is unable to accommodate, or the item is found somewhere else at a significant savings, additional quotes may be collected/submitted
 - b. Feedback/questions will be emailed back to the requestor prior to the meeting
 - c. Award requests will be added to the agenda for the membership meeting
- IV. Awards on the agenda will be briefly reviewed/discussed during the membership meeting
- V. New awards not submitted in advance will only be reviewed if they are urgent and time permits

APPROVAL

- ❖ Awards must be approved by 2 of the 3 Booster's voting members (President, Athletic Director, Principal)
- ❖ Awards that have a longer impact and/or benefit multiple teams will receive higher priority/funding than short term benefits or awards benefiting a single team
- ❖ All awards will be discussed and documented as part of the membership meeting even if reviewed and approved outside of the meeting

CRITERIA FOR AWARDS

- ✓ Requests need to be for "proposed spending"; not after-the-fact reimbursement.
 - Boosters will consider reimbursing up to 50% of "after the fact" awards but these are reviewed on a case by case basis.
- ✓ Team related: benefits the team not an individual.
 - Infrastructure
 - Equipment (necessary)
 - Transportation/lodging (NorCal/State competitions only)
 - Certification
- ✓ Team must be in good standing with Boosters:
 - Regular attendance at Booster membership meetings
 - Per athlete donations >50%
 - No outstanding repayable awards or advances
- ✓ All requests for awards require documentation
- ✓ For awards that do not fall into the 4 areas (Infrastructure, Equipment, Transportation, Certification)-
 - and the team gets less than 90% of their per/athlete donations, the team will repay 50% of the award (i.e., a 50/50 split)
 - or, if the team gets 90% or more per/athlete donations, the Boosters will fund the full award
- ✓ Uniforms: Requests for uniforms will be reviewed on a case-by-case basis, based on multiple factors including: uniform wear and longevity, Varsity priority (JV/Frosh often inherit Var uniforms); quantity required, and availability of Booster funds

Note: This process & criteria are guidelines. There may be exceptions or requests that don't fit exactly into the guidelines.