



Procedures & Policies for Granting Cougar Booster Fund Requests

1. All requests must be made on the Request For Fund Form (RFF) available at <http://www.chscougarboosters.org/request-funding>
2. The RFF must be filled out completely and include:
 - a. Name of Club/Sport/Activity;
 - b. Date of Request;
 - c. Advisor/Coach/Parent Name;
 - d. Contact Email & Phone Number;
 - e. Description of need for funds;
 - f. Description of fundraising efforts made to assist with funding of the need;
 - g. Money raised to date toward total cost of item;
 - h. TOTAL cost of item(s) requested;
 - i. Amount requested from Boosters*;
 - j. Estimated number of students that this funding will impact*;
 - k. The name of the organization, vendor or individual who will be the "PAYEE" on the check (i.e. who will the check be made out to??).

Historically we have not funded grants requesting **the total cost of items or that only **impact a small number of students**. However, each request is considered on a case-by-case basis in consultation with the CHS Director of Athletics & Student Activities.*

3. Requests may be made by anyone associated with Columbia High School (student, parent, teacher, advisor, coach, administrator, alumnus).
4. Any club, sport or organization officially recognized by Columbia High School (CHS) may receive funds. Funding for clubs, sports or organizations has primarily been limited to those entities with 100% CHS students. However, the Board reserves the right to consider funding requests from outside the CHS community, on a case by case basis, if the funding benefits CHS students.
5. Requests for funding "start-up" clubs or organizations will be considered if the club has a CHS teacher-advisor in place and a detailed plan for how the money would be spent.
6. Requests should include evidence that efforts have been made to secure the best price available or an explanation why it is not relevant.
7. The CHS Cougar Boosters (Boosters) meet monthly to consider requests for funding, normally on the first Wednesday of each month during the months school is in session. To ensure the Boosters have all the information needed to discuss your request, we suggest you submit the form one week in advance of the meeting.
8. You may attach additional information to support your request. The more complete and specific the request, the faster the Boosters can discuss and vote on the outcome.



9. If the request form is incomplete, or if the Boosters have additional questions regarding the request, a decision may be postponed until the following month. The CHS Director of Athletics & Student Activities (AD) will contact you to request the missing or additional information.
10. If your RFF has been approved "contingent upon providing additional documentation", you must provide the requested documentation within 60 days from first notification of approval. Failure to supply this information may require you to resubmit the RFF.
11. Extracurricular programs seeking funds for the purchase of equipment shall be informed that any disbursement will be conditioned on the program using those funds for the specific equipment requested AND that the equipment immediately becomes the property of the Maplewood-South Orange School District for the exclusive use of CHS.
12. Except under unusual or urgent circumstances, it is not the policy of the Boosters to donate equipment or supplies which are normally purchased with funds from the regular school budget, including uniforms.
13. For liability reasons, the Boosters ARE NOT ABLE to grant fund requests for travel costs (including buses and/or lodging), or to provide stipends to Coaches and/or Assistant Coaches.

Requests for Funds will be reviewed at the regular monthly meetings of the Board and may be voted on if a quorum exists. Each request is considered on a case-by-case basis. Booster Trustees and officers will consult with the CHS AD, and where appropriate other members of CHS Administration, when considering any request and reserve the right to interview person(s) submitting written requests and/or to require additional information as discussed above. In addition to the policies outlined above, the Trustees may also consider the amount of funding currently on hand when determining whether and for what amount a request will be granted. Past receipt of funding is not a guarantee of future funding.

These policies and procedures may be modified by the Trustees from time to time in accordance with the rules set out in the By-Laws of the Columbia High School Cougar Boosters.

Last modified March 2019.