

Berne-Knox-Westerlo Sports Booster – Guidelines

Name

The name of this organization shall be the Berne-Knox-Westerlo (BKW) Sports Booster.

Mission

The purpose of the BKW Sports Booster is to support the sports activities of the Berne-Knox-Westerlo Central School District and offer financial support for such activities. The organization will work to promote interest in and appreciation for sports in the school.

Sports programs promote the following:

- Teamwork
- Self-discipline
- Sportsmanship
- Leadership
- Socialization
- Sports provide an arena for youth to be physically active which results in important health benefits
- A lack of recreation and sports activities may contribute to making young people more vulnerable to risky behaviors.

Board

Board members to the positions of President, Vice President, Treasurer and Secretary shall be on a volunteer basis. Board members should take pride in their positions and maintain honesty and integrity at all times. If the responsibilities/duties are not consistent, the board will take a vote and request a resignation.

The Board will decide what areas the Sports Booster will assist the program financially. The Board has the responsibility to direct the monies where it can best be spent.

Booster Club meetings will not be forums for discussing sports policies or decisions made by the school but exist to plan fundraising projects and other events designed to financially support the needs of the total sports programs. Funding will be focused on all sports. The Board will work together in a positive manner to support the goals of sports programs.

Board members have the final say in all matters that affect the program. They have the authority to refuse or accept anything they deem not in the best interests of the organization.

Membership

The BKW Sports Booster Club is a non-profit organization made up of volunteers consisting of parents and community members. We promote, support and provide recognition for student athletes participating in all sports in the Berne-Knox-Westerlo Middle School and High School.

Funding Requests

The BKW Sports Booster strongly encourages funding requests that will enhance the athletic program. At the beginning of each school year the Sports Booster will establish an annual budget for funding requests in the coming year. This budget will be based on the funds raised in the previous year. Requests will be reviewed and funds distributed three times a year to accommodate the three sports seasons.

The following guidelines apply:

- Funding requests can be submitted three times a year by any coach, school administrator, or athletic department employee.
- Funding requests must be submitted to the BKW Sports Booster on the Funding Request Form.
- The Sports Booster Board will consider each request, reserving the right to reject or approve any request, as deemed appropriate.
- Funding requests that will generally be viewed favorably:
 - Items involving capital and equipment beyond the normal scope of the high school's normal operating budget.
 - Items that show a demonstrable benefit to the largest number of high school athletes and preferably have utility across numerous sports.
 - Items that have programmatic benefit at the high school.
 - Items that have utility over multiple years.
- Funding requests that will be generally viewed unfavorably:
 - Items that would normally be an operating expense of the high school athletic department (including coach stipends, expenses associated with additional teams, transportation, uniforms, basic equipment, supplies, etc.)
 - Items that do not have utility on a program level or do not have utility over multiple years or are generally considered the personal property of the individual athlete.
- Requests for funding should be submitted according to the timetable below. Requests will be replied to within approximately 30 days following deadline.

Season	Date Due
Fall Sports	July 1
Winter Sports	October 1
Spring Sports	January 15

- Monies granted will be distributed to the company being utilized for the purchase. An invoice must be submitted for payment to be made and a check will be made payable to the business name on the invoice. It is not policy to refund purchases already made.
- A request for funding where monies have been granted, are required to be paid by the club within three (3) months. If additional funding will be needed over the amount requested from the BKW Sports Booster Club, you may want to wait until you are closer to your goal prior to submitting a request for funding from the club.
- At times there may be valid requests, which are rejected due to lack of availability of funds.

