

# Bruceton School Academic Boosters

## Guidelines for Allocation of Funds

1. Purpose and Philosophy
  - a. The primary purpose of the Boosters is to provide academic support to the students and teachers attending Bruceton School in Bruceton Mills, WV.
  - b. We believe all students, staff, teachers, parents and community benefit from participation in academic boosters' activities and that it is important to the success of our school.
  - c. Distribution and the use of funds will be determined by a majority vote of the Bruceton Academic Boosters Officers and Members.
  - d. It is the purpose of the Boosters to supplement funding of extra needs for academic activities, not to replace appropriated funding in the school budget.
  - e. While all requests are worthwhile, the Bruceton Academic Boosters will only provide funding to those requests that are in line with its goals and missions and where resources are available.
2. Guidelines for Allocation of Funds by the Boosters
  - a. Impact the most students possible?
  - b. Are for durable, reusable goods/equipment?
  - c. Are items being used by/for students?
  - d. Will this benefit our students/teachers academically?
  - e. Other special circumstances will be considered
3. Procedure for Requesting and Approving Funds
  - a. The teacher or staff completes the top portion of the Request for Funds form, which outlines the purpose and amount of the request.
  - b. The teacher or staff submits the form to the Academic Boosters by placing in the Academic Boosters mailbox.
  - c. The Academic Boosters Officers will review and present all requests at the next scheduled meeting. Meetings are held the second Tuesday of every month. All requestors are encouraged to attend the meeting in case questions about the request arise.
  - d. If the request is time sensitive or an emergency request the Academic Boosters Officers may present to the members by other means (phone, email, Facebook) and vote prior to a meeting.
  - e. An Academic Boosters Officer will then notify the staff or teacher that submitted the request of the decision.
  - f. The Academic Boosters will issue a check to the requestor for any approved amount.
  - g. The Academic Boosters reserve the right to request additional information before approving any requests.