

MHS ATHLETIC BOOSTER CLUB REQUEST

DIRECTIONS:

1. You must have a parent representative regularly attend monthly meetings for your request to be considered. Meetings are generally held the 3rd Wednesday of every month.
2. Fill out the form and give to one of your parent reps to be presented at a monthly meeting.
3. The first month your wish list item is presented; the next month it is voted on for approval. Plan ahead so if your request is approved, you have time to make purchase before your season begins.
4. We do not have a meeting in December, so if your item is presented in November, it will not be voted on until January.
5. If your item is approved, your purchase must be made and invoice or purchase order turned in by the 3rd Wednesday in May. This is the end of our calendar year, so at this time all items not purchased will be cleared from our books. Requests will have to be re-submitted in June.
6. REMINDER: Our calendar extends from June 1 – May 31. The first meeting of a new fiscal year begins the 3rd Wednesday in June.

MHS ATHLETIC BOOSTER CLUB IS STRIVING TO GIVE FINANCIAL SUPPORT TO ALL ATHLETIC PROGRAMS. WE HAVE BEEN DISTRIBUTING APPROXIMATELY \$35,000 IN FUNDS YEARLY. IN RETURN FOR OUR EFFORTS WE ARE REQUIRING YOUR SUPPORT BY HELPING MAINTAIN REPRESENTATIVES AT OUR MONTHLY MEETINGS. WE WOULD ALSO LIKE YOUR ASSISTANCE IN ENCOURAGING YOUR ATHLETE'S PARENTS TO PURCHASE A YEARLY BOOSTER CLUB MEMBERSHIP.

TIMETABLE FOR A BOOSTER CLUB REQUEST

Requests for all fall sports will be submitted in May

FALL SPORTS:

Football, girls and boys volleyball, girls and boys cross-country, boys soccer, girls swimming, cheerleaders, pom & dance, girls golf, girls tennis

Requests for all winter sports will be submitted in September

WINTER SPORTS:

Boys and girls basketball, gymnastics, hockey, boys swim, ski team, wrestling

Requests for spring and summer sports will be submitted in January

SPRING AND SUMMER SPORTS:

Track girls and boys, girls soccer, boys golf, boys tennis, girls softball, baseball

MHS ATHLETIC BOOSTER CLUB PURCHASE REQUEST FORM

Item: _____ Quantity: _____ Cost: _____

Description: _____ Shipping: _____

_____ Handling: _____

Vendor: (1) _____ Installation: _____

Vendor: (2) _____ Maintenance Contract: _____

TOTAL COST: _____

COACH MAKING REQUEST: _____ Sport _____

Parent Representative:

(1) _____ Phone No. _____

(2) _____ Phone No. _____

What sport/sports will use this item? _____

What is the purpose of this item? _____

Anticipated years of use? _____ Was this a school budget request item? _____

Coach's Signature: _____

The following subsection of the booster club bylaws has been added to the request from in July of 2006 to clarify the expectation of the booster club regarding requests and parental participation in the booster club.

ARTICLE III. Membership

Section 1: Members can include any (non-student) adults or parents representing the interests of a particular sport at Mukwonago High School.

Section 2: It is the responsibility of the coach of a particular sport to select the parent representative to attend the monthly booster club meetings. The parent rep must be a current calendar year booster member. All meetings shall be held the 3rd Wednesday of each month (excluding December) unless the President and Athletic Director change the date due to conflicts with events at Mukwonago High School, i.e. parent teacher conferences, vacations, etc.

ARTICLE IV. Attendance

Section 1: It is expected that at least one parent representative from each sport wishing to receive booster club funds will attend each monthly meeting. It is not necessary for the same person to attend each meeting. A maximum of 3 parent representatives will be allowed to represent each sport.

Section 2: No money will be disbursed to a sport that has not had a parent representative in attendance for at least 3 monthly meetings before the request.

FOR BOOSTER CLUB USE ONLY

Date Presented: _____ Date approved: _____ Amount approved: _____

Parent representative: _____

Comments: _____