



Lexington Booster Club



Policies and Practices

(Revised and Approved Oct 2012)

Objective

The primary objective of the Booster Club (organized in 1988) is to provide financial support to **Lexington Jr High and Sr High School athletic programs**. When financially possible, the Booster Club also extends selective support to extra-curricular groups and activities as a secondary benefit to Lexington Schools.

Organization and Assistance

Parents and family members of Lexington Jr High and Sr High student athletes are considered members of the Lexington Booster Club, and as such, are expected to contribute time to support Club money making efforts throughout the school year (e.g. concession stand).

A Board of between 5 and 10 Lexington community members serve as trustees of Club funds, and with input from School administrators, coaches/sponsors, and at-large Booster Club members, determine and administer the policies and practices of supporting Lexington athletic and extra-curricular activities.

The Board appoints a Board Chair to organize and facilitate Club meetings, activities, and funding decisions. A Treasurer is also appointed by Board members to oversee Club finances and provide payments according to Club Policies and Board decisions.

Consensus approval from existing Board members is required for Board member additions or replacements.

The Booster Club Board meets on the 3rd Wed of the month. Community members and at-large Booster Members are always welcomed. Contact Board Chair to verify time and location.

Board Members

Jamie Farrell (chair)	Steve Whaley	Beth Barkes
Jody Nettles (treasurer)	Lisa Castleman	Paul Peacock

Requests for Financial Support

Requests for **Jr or Sr High** financial support can be submitted by School administrators, coaches/sponsors, or at-large Booster Club members (parents and family members) throughout the school year by using the Request Form posted on the Booster Club web site (www.lexington.k12.il.us/ > Partners > Booster Club).

Requests should be routed to School administrators for an initial review to ensure consistency with School Policy. After approval by administration, the request will be forwarded on for review by the Club Board at the monthly meeting. Email review may also be used if an urgent decision is needed or if the request doesn't need discussion.

If Club finances are strong, most requests will receive some level of funding as long as the request benefits the entire team or group. Requests that benefit only specific individuals will not be considered. In addition, the Booster Club will not support funding requests for "senior nights" or for "off season" activities such as summer leagues or camps. Also, funding requests for clothing (e.g. uniforms) typically will not be approved.

Requests for larger amounts will receive greater scrutiny and may take multiple meetings before a decision is reached. A Board member will inform the requestor of the Board decision.

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Pre-approved Support

To efficiently and quickly provide support to recurring requests, the Booster Club Board has established a list of “pre-approved items” that do not require a request form to be submitted as long as the funding is within the parameters established and approved by the Board as reflected on the list.

Items can be added and removed throughout the school year. The entire list will be reviewed and adjusted for the upcoming year during the last Board meeting of the School Year. Reimbursements for pre-approved items can be initiated either verbally or by email to any of the Booster Club Board members.

Pre-approved List

Items	Amount / Limit	Considerations
Ad for All Star Football Game		when Lex athlete participates
After Prom	\$200	
Awards Refreshments		
Career Fair Lunch	\$300	
Character Counts T-Shirts	\$400	per school year
Education Grants (male/female)	\$500	
Food for post season trips	\$10	per athlete per season
Post season decorations	\$100	per sport/year
PTO meal for Parent-Teacher Conf	\$250	
Sandwiches for all day tournaments	\$100	per tournament; JV + V
Senior gift	\$400	1 per senior; must have 2 sports/clubs
Sport yard signs	\$10	1 per sign/athlete/sport for HS career
State Track Meet	\$20	per participating athlete and coach
Winter Carnival Basket (jacket)	\$225	
Wood for post signs (in town)		

Miscellaneous Expense Grant

The Booster Club provides each Jr High and Sr High sport with a miscellaneous expense grant to be used for small incidental expenses incurred during the sports season at the coach’s discretion. A formal request does not need to be submitted and instead, an email or phone call to any Club Board Member with a brief explanation will trigger the request for payment.

While using the grant in combination with a formal request to fund a larger purchase is permitted, the intended purpose of this funding category is for the smaller incidental expenses (e.g. supplies, food).

The grant limits are established at the conclusion of the School Year for the next year.

Miscellaneous Grant limits are as follows:

Jr High \$250

(Girls/Boys: basketball, track; Girls: softball, volleyball; Boys: baseball)

Sr High \$300

(Girls/Boys: basketball, track, golf; Girls: softball, volleyball, cheer; Boys: baseball, football)

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Money-making Grants

Booster Club supports a dollar-for-dollar match, up to limit stated below, of funds Sr High athletic teams raise from their own money-making activities. Coaches should use the Request Form when asking for matching funds and include a short explanation on the form describing the team's activities along with the matching donation amount (up to the limit). This practice and corresponding grant limit will be reviewed at the conclusion of each School Year with the practice/limit confirmed and defined for the next year.

The matching limit is \$400 per team/sport/year (multiple money-making activities can qualify but the limit applies to the entire year which runs from Jun 1 to May 31).

Sport Yard Signs

The Booster Club is in place to provide financial support towards Lexington athletics and extra-curricular activities. One example of this support is providing funds to parents and family members for the purchase of a yard sign displaying support for the family member athlete. The Booster Club Board **is not** responsible for organizing, ordering, or providing these signs, but the Club does provide up to \$10 per athlete for each sport during his or her high school career. Funding to replace signs will not be approved.

Typically, parents and family members of senior athletes take the lead with acquiring yard signs for freshman and other new team members. Local community members have helped produce signs in the past or signs can also be purchased from local print businesses or from online vendors.

Education Grant

To promote and support continued education for Lexington Student Athletes, the Booster Club provides a senior female and male student athlete with a \$500 grant intended to be used for her and his continuing education.

Senior student athletes who participated in at least 2 complete seasons for a sport and plan to continue education after graduation are eligible for consideration.

Selection for the male and female grant recipients will be made by the Lexington Community using online polling via email with a limit of one vote per community member.

Recipients will receive the \$500 Education Grant at Senior Awards.

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Banners

The following Banner Policy was presented by Sean Berry, High School Principal, and approved by the Booster Club Board in April 2012. The policy describes the level of accomplishment which will drive the decision and funding of a purchased banner to reflect team or individual accomplishment.

Team Advancement

Banners for team sports will be ordered and funded based on the criteria below:

Baseball / Softball	Elite Eight or better
Basketball – Girls/Boys	Elite Eight or better
Cheerleading	IHSA State Finals (final day - top 10)
Football	Elite Eight (quarterfinals) or better
Golf	Top 3 Team Finish at State
Track - Girls/Boys	Top 3 Team Finish at State
Volleyball	Elite Eight or better

Individual Advancement

Banners for individuals will be ordered and funded based on the criteria below:

Cross-Country	Individual State Champion
Golf	Individual State Champion
Swimming	Individual State Champion
Track – Girls/Boys	Individual or Relay State Champions

Ordering Procedure

The Athletic Director will order the banner at the conclusion of the particular sport season and then request reimbursement from the Booster Club.