

LAKE ZURICH BEAR BOOSTER CLUB GRANT GUIDELINES

2021-2022

The Bear Booster Club will accept and review any request for grants beginning in October and ending in April of the school year contingent upon the availability of funds. The Grant Guidelines are a guide to assist the Club in evaluating requests and determining eligibility for funding.

General Guidelines

- The Bear Booster Club will consider any grant request that enhances school spirit and pride.
- Any grant request that enhances and supplements, above and beyond the District budget, for the following areas, but not limited to:
 - *Athletics*
 - *Educational Tools*
 - *Extra-Curricular Clubs*
 - *Performing Arts*
 - *Fine Arts*
 - *Administration*
 - *A club sport competing under Lake Zurich name, but not supported by the district budget.*
 - *Any request that may come up from the High School faculty and administration that does not fit into one of the above categories.*

Funding Limitations

- ***New for the 2021-2022 school year.*** Our ***open*** grant period will run from ***October 1, 2021 through January 31, 2022.*** Requests can be submitted at ***any time*** during this period. ***All requests will first be reviewed by the building principal.*** ***Prom related expenses and Special Projects will be considered first.***
- The grant funding limitation is \$1500 per grant which enables the Bear Booster Club to fund as many requests as possible throughout the school year. The grant request can be increased above the \$1500 by a vote of the Board.
- It is the intent of the grant program that all items purchased with funds granted by the Bear Booster Club become the property of Lake Zurich High School and will be used and/or displayed on school property.
- ***The Bear Booster Club will fund a request for T-shirts to recognize a varsity level sport/club/team which has reached one or more championships, conference, sectional, regional, super-sectional or State, regardless of finish. This request will be automatically approved provided funds are available anytime throughout the current school year. Requests must be provided to the Bear Boosters no later than June 30th. A maximum allocation of \$10.00 per varsity team member, student manager and coaches are allowed.***

The funding will not exceed \$300/team. A team roster and invoice must accompany the grant request.

Grant Exclusions

In general, the Bear Booster Club does not fund the following grant request:

- Requests for individuals
- Requests for field trips
- Requests for sport club and team uniforms
- Requests for travel expenses

Grant Process

- All grant requests must be completed in full on and official grant form, made available on the Bear Booster website :
http://www.lz95.org/schools/lake_zurich_high_school/bear_boosters.aspx
- **ALL grant requests must be submitted via email** [BearBoosters@lz95.org](mailto: BearBoosters@lz95.org)
- Grant requests will be reviewed at the Bear Booster Club meeting, beginning in October and ending in April of the school year and when funds are available.
- The President will review the grant request and seek additional information if necessary prior to presentation of the request to the Bear Booster Club.
- A summary of the grant request will be made available to the Board
- A brief presentation by the requestor is permitted for any grant request. The presentation will be followed by limited questions from the Board members to the grant requestor. The requester shall not be present during the subsequent discussion and vote.
- It will be the Boards' decision as to the availability of funds; a whole or partial request may be awarded to the grant requestor.
- The Board may ask the requestor for more information and table the request to a later time.
- All grants awarded by the board must be purchased or order must be placed within 90 calendar days of the notification of approval. The expiration of the grant can be extended by approval of the executive board.
- Grants will be paid when a receipt is received. If funds need to be advanced for the purchase, the grantee will provide the Treasurer with a purchase order in the amount of the requested purchase.

The guidelines are subject to an annual review of the Board. The annual review will be conducted by the Vice-President as part of the annual review of the Club By-Laws.

Reviewed 9/30/21