



## BOLTS BOOSTER CLUB EARMARKED FUNDS DISBURSEMENT FORM



The Bolts Booster Club, Inc, is a 501(c)(3) charitable non-profit organization.

**Mission:** The Bolts Booster Club, Inc, also known as "the Boosters," is composed of parents and other community members who have an interest in improving and assisting Thunder Basin High School sports and activities. The Booster's primary purpose is fundraising to support *All Basin Nation* activities and promoting school spirit, sportsmanship and education through participation in activities.

**Criteria:** All recognized Thunder Basin High School activities *with earmarked funds held by the Bolts Booster Club* must complete a earmarked funds disbursement form prior to disbursement of held funds. Earmarked fund disbursement may only be requested by club sponsor or head coach. The earmarked funds disbursement form can be found online at the booster club website (add address later) or via email request to [boltsboosterclub@gmail.com](mailto:boltsboosterclub@gmail.com) . Applications can be submitted via email or to Bolts Booster Club PO BOX 3771 Gillette, WY 82717. Emails containing all required information on Earmarked Funds Disbursement Form will be accepted in lieu of formal document. Email requesting disbursement must originate from club sponsor or head coach.

**Deadlines:** Requests for disbursement will be DUE for consideration on the 1st and 15th of each month. Off cycle requests can be submitted, but are not guaranteed payment if Board officers are unable to review.

**Disbursement:** Approved disbursement of payment will be as requested by activity, under the following *earmarked fund guidelines*:

1. Direct payment to vendor or organization.
  - a. Receipt or quote required from company/organization.
2. Payment to coach or sponsor as a reimbursement. Reimbursement requests must to be approved by Board prior to expending earmarked funds. Failure to seek approval may result in denial of reimbursement request. Earmarked funds requested must be available in account at time of request.
  - a. Receipts for expenses required that total requested funds.
3. Payment to coach or sponsor in advance of event.
  - a. Estimate of expenses required - Receipts **MUST** be submitted within 30 days after the closing of the event for expenses and reconciled to requested funds.
  - b. Head Coach/Club Sponsor is responsible for returning excess funds to Bolts Booster Club within 30 days of closing of the event.
  - c. Head Coach/Club Sponsor is responsible for requesting additional funds for spending exceeding estimated amount.

**Culture of Gratitude:** The Bolts Booster Club encourages all Basin Nation activities to extend thanks and gratitude to sponsors for their financial contributions and support of Basin Nation activities. The Booster Club encourages activities to extend gratitude correspondence in a timely manner.

## BOLTS BOOSTER CLUB EARMARKED FUNDS DISBURSEMENT FORM

**\*\* Club Sponsor or Heach Coach is responsible for submitting required documentation associated with request. Overages and Unapproved Expenditures are not the responsibility of the Bolts Booster Club. 1**

DATE: \_\_\_\_\_

Thunder Basin High School Activity: \_\_\_\_\_

Contact: \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Disbursement Request:**

***Please check appropriate response, you are responsible for submitting required documentation associated with type of request. :***

\_\_\_\_\_ **Direct payment to vendor or organization**

Please attach required receipt or quote from company/organization with specific vendor/organization information and address for payment.

\_\_\_\_\_ **Payment to coach or sponsor as a reimbursement.**

Required receipts for expenses that total requested funds must be submitted prior to reimbursement. *Please note: Receipts submitted in excess of available earmarked funds will be the responsibility of the submitting party/person and are not the responsibility of the Bolts Booster Club.*

\_\_\_\_\_ **Payment to coach or sponsor in advance of event**

Please attach required estimate of expenses, this amount must be available in earmarked funds at time of request. Receipts MUST submitted within 30 days after the event for expenses and reconciled to requested funds. The coach/sponsor is responsible for returning excess funds to Bolts Booster Club within 30 days of conclusion of the event. The coach/sponsor is responsible for requesting additional funds for spending exceeding estimated amount.

**Amount of Earmarked Funds Requested:** \_\_\_\_\_

**Date and Time Funds Needed By:** \_\_\_\_\_

**Summary of Request:** Write a brief overview of the request. How will funds be used to benefit TBHS students in activity or club? *May attach description if needed.*

**Certification (REQUIRED):**

Club Sponsor/Head Coach: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **BOLTS BOOSTER CLUB**

### **Earmarked Funds Disbursement Form to be completed by Booster Club Board**

**Date Received by Booster Club:**

**Decision:**

Funds Requested To Be Disbursed In Full

Denied

Pending/Request Additional Information

**Additional Information Requested for Pending and Deadline:**

**Reasoning for Denial:**

**Distribution Details:**

- Amount Approved:
- Communication Sent to Applicant:
- Documentation Required Prior to Distribution:
- Distribution Date:
- Estimated Expense Documentation Submitted: (receipts)
- Overage of Funds Returned: (amount and date)

**Bolts Booster Club Signatures on Fund Disbursement:** Standard expenditure approval of two signatures on checks written by Bolts Booster Club