

**Maury High School Boosters Association
Policies and Procedures
Adopted October 4, 2011**

ARTICLE I- PURPOSE

The purpose of the Maury Booster Association is to raise funds to help support the academic programs, clubs and teams that make Maury an excellent school. The Maury High School Boosters Association also promotes and stimulates school spirit and encourages students, parents, guardians, faculty, staff and the general community to take an active interest in Maury High School, one of five high schools in the Norfolk Public School system.

Profits from the Maury High School Boosters Association are used to benefit Maury High School. They are distributed in two main ways:

- Through grants made for specific projects, supplies or items requested by faculty, staff members, coaches or sponsors of Maury High School organizations or teams.
- Funds also are deposited into the accounts of clubs, departments, organizations and teams whose student members volunteer at the fruit sale and who produce theme baskets for the spring auction.

ARTICLE II- GRANT MAKING

Section 1: Parties Entitled to Submit Grant

Each Maury High School teacher, staff member, coach or sponsor of an official organization or club or academic program affiliated with the high school shall be entitled to submit a grant request to the Maury High School Boosters Association (“Association”) for a specified purpose benefiting the particular Maury academic program, club or team or Maury High School as a whole.

Section 2: Form of Grant Request

1. All grant requests must be submitted to the Association in writing on such forms as may be established from time to time by the Association Executive Board (“Executive Board”). The grant request form shall be posted on the Association website. The grant request form must be fully completed, with all questions answered and all requested information provided, or the grant request shall be returned by the Executive Board.
2. Requests should be for specific projects or supplies with as much detail provided as possible, including exact cost, description, catalog pictures, etc.

3. Requests must be signed by the school principal.
4. The grant applicant must certify on the grant request form that a request for funding was first made to Norfolk Public Schools (“NPS”), and that this request to NPS was denied.

Section 3: Award of Grant Request

1. Forms (along with two copies) must be returned to the Maury Booster Signed mailbox in the Maury mailroom no later than five (5) school days before the Executive Board meeting at which the request will be considered. The Executive Board will consider only those grants received five (5) school days prior to the regularly scheduled meeting, absent good cause shown.
2. The grant request will then be discussed and acted upon by the Executive Board, which may vote by a majority present to approve, deny, approve with modifications, or delay the vote to a later time.
3. Grants shall be limited to items proposed to be acquired following approval by the Association, and the Association shall not assume the liability, nor approve the reimbursement of any person or group, for any items previously purchased or contracted for by the person or group prior to obtaining the Association’s approval, absent good cause shown.
4. The Executive Board may vote to rescind its approval of a grant if the policies and procedures stated herein have not been met and the requesting person or group has not completed the purchase of the approved item(s) in a timely manner or otherwise complied with the spirit, intent or terms of the approval. If a grant is rescinded the full amount of the funds granted shall be returned to the Association.
5. No grant shall be awarded unless the principal or principal’s designee has provided the Association a list of official Maury clubs and organizations, groups, and teams, including the name and contact information for the adult sponsor of that group. This list shall be provided to the Association prior to or during, the first Executive Board meeting of the school year, unless good cause has been shown why such list cannot be provided. This list shall also be supplemented as necessary to reflect the addition of new groups, clubs, etc. and to reflect the dissolution of any clubs, groups, etc. Failure to provide this official list may result in the refusal of the Association to conduct any grant making activities.
6. All items funded through an Association grant shall remain the property of Maury High School, not of an individual person or entity.

7. Any funds remaining in the account of a club, team, etc. that disbands shall be returned the Association.
8. Funds granted may only be used for purposes stated in the written grant request and approved by the Executive Board.

Section 3: Factors to be considered in deciding to award grants

Factors to be considered by the Association in regard to grant requests include, but shall not be limited to the following:

1. The compatibility of the requested item(s) with the mission, bylaws and policies of the Association.
2. Number of students who will benefit from the purchase;
3. How the purchase will help improve life at Maury High School;
4. Whether other funding sources are available;
5. Written documentation of cost, including comparison quotes regarding cost;
6. The Association's yearly budget and current financial condition;
7. Participation by the particular group in the fundraising and other activities of the Association;
8. The amount of any funds contributed by the particular group toward the total cost of the requested item(s); and
9. The amount and frequency of previous requisitions from the particular group in relation to other groups.

Special Consideration will be given to proposals for:

1. Innovative programs;
2. Capital needs such as equipment, supplies, or other items (excluding routine or ongoing maintenance); and
3. Items and supplies that will be used by more than one teacher and/or department.

Section 4: Grants which are not Favored

The Association will NOT provide grants for:

1. Training or warm-up suits, uniforms, or routine or ongoing maintenance of athletic facilities. An exception to this general policy may be granted upon the showing of good cause or exceptional circumstances by the requesting group or person. Organizations needing help with these needs are encouraged to have students volunteer to help with the Maury Fruit Sale or create baskets for the Maury Auction. Funds earned this way can be used for any purpose.
2. Grant requests that do not certify that all other funding sources have been exhausted.

ARTICLE II- FRUIT SALE

The Maury Booster Association shall conduct a fruit sale each year as a means of raising funds for grant making and to provide funding support for Maury teams and clubs to allow discretionary spending within the club, team, or organization.

Section 1: Fruit Sale

The Fruit Committee shall engage a company to purchase and deliver high quality, fresh Florida fruit from November through March or April. Its products will include a variety of citrus fruit and other offerings, depending on availability. The fruit will be offered for sale at a competitive rate to all members of the Maury and surrounding communities. Fruit orders will be placed in advance and picked up on a designated day in the Maury Band Room.

Section 2: Student Volunteers

Sponsors or coaches of official Maury teams, clubs, departments and organizations can sign up student volunteers for the fruit sale. Each club, team, or organization that completes its assigned shift shall receive a contribution from the Association. In instances in which delivery of fruit is not possible due to weather conditions, lack of product, etc., the Executive Board shall be the sole decision-maker as to the manner in which this will affect the ability of the club, department, team, or organization to receive a contribution.

ARTICLE III- AUCTION

The Auction proceeds will benefit all of Maury High School, from student clubs and teams to academic departments. Our goal is to raise funds to purchase items and supplies not

funded by city, state or federal governments. The funds are used to (1) provide funding support for all twelve academic and athletic departments in Maury High School, which allows discretionary spending within each department; (2) provide funding support for Maury teams and clubs, which allows discretionary spending within the club, team, or organizations; and (3) provide a source for grant making.

Section 1: Auction

An auction to benefit all of Maury high School will be held annually, at a date to be determined by the Auction Committee. The Auction will include a silent auction, including baskets provided by Maury clubs, groups, teams, and organizations, and a live auction. All Maury parents, guardians, teachers, staff, and interested members of the community are invited to attend as long as the admission price is paid. The price of an Auction ticket shall be in the sole discretion of the Auction Committee.

Section 2: Baskets

Each Maury High School team, club, academic and athletic department may provide a basket to be sold at the Auction. Varsity and JV teams for the same sport are considered as two different groups and may each submit a basket. Only the baskets which are in compliance with these Policies and Procedures and the guidelines set by the Auction Committee shall be eligible to receive an auction pay-out.

Section 3: Auction Pay Out

Each basket must have a minimum value to be determined by the Auction Committee. Funds will be given to each pre-approved participating Maury group. An early bird bonus will also be given to each group that completes and turns in its basket prior to the early bird deadline established by the Auction Committee. In addition, at the discretion of the Executive Board, each group may also be given a share of the auction profits, the amount of which will be determined solely by the Executive Board. All funds available to each basket contributor will be paid out after the Auction and once the Executive Board has approved appropriate distributions.

No grant shall be awarded unless the principal or principal's designee has provided the Association a list of official Maury clubs and organizations, groups, and teams, including the name and contact information for the adult sponsor of that group. This list shall be provided to the Association prior to or during, the first Executive Board meeting of the school year, unless good cause has been shown why such list cannot be provided. This list shall also be supplemented as necessary to reflect the addition of new groups, clubs, etc. and to reflect the dissolution of any clubs, groups, etc. Failure to provide this official list may result in the refusal of the Association to conduct any grant making activities.