

## **Gilbert Fine Arts Booster Club**

### **Guidelines for Allocation of Funds**

#### **1. Purpose and Philosophy**

- a. The primary purpose of the Club is to provide support to the students participating in Fine Arts programs offered at the Gilbert Community School District for K-12 student programs. We have funded projects in the Elementary, Intermediate, Middle School, and High School in the past and will continue providing support in the future.
- b. We believe all students, parents, and the community benefit from participation in Fine Arts activities and that it is important to the success of the school district.
- c. Distribution and the use of funds will be determined by a majority vote of the Gilbert Fine Arts Booster Club present at an official scheduled meeting with quorum of Executive Board (3 members).
- d. It is the purpose of the Club to supplement funding of extra needs of Fine Arts activities, not to replace appropriated funding in the school budget.

#### **2. Guidelines for Allocation of Funds by the Club**

- a. Impact the most students possible?
- b. Are for durable, reusable goods/equipment?
- c. Are items being used by/for students?
- d. Is there another organization more appropriate to fund this request? Are any fundraising efforts being pursued?
- e. Frequency of donations and previous donation amounts will be reviewed as part of the decision-making process.
- f. Other special circumstances will be considered.

#### **3. Procedure for Requesting and Approving Funds**

- a. The Teacher completes the Funding Request Form, which can be found on the Gilbert Fine Arts Booster website, outlines the purpose and amount of the request and submits to the Gilbert Fine Arts Booster Club.
- b. The Gilbert Fine Arts Club will review all requests at the next scheduled meeting. We encourage the faculty member to present the request at the next scheduled meeting. If the request needs attention before the next scheduled meeting, the board may discuss and choose a course of action via email.
- c. The Club will then notify the Teacher and when necessary, the Principal, of the Booster Club's decision
- d. If approved, when the Teacher submits the PO request to the district office, please note "Gilbert Fine Arts Boosters" in the PO memo line.

#### **4. Additional Factors**

- a. Have Gilbert Fine Arts Boosters supported this group recently? If so, how much

was the amount of the request? What is the total amount of Gilbert Fine Arts Booster funds granted for this group in the last 5 years?

- b. The Gilbert Fine Arts Boosters will not provide any funds or compensation to salaried district employees or current students for time and participation in fine arts events at Gilbert Schools.

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