

# Athletics Boosters & ICS Agreement

August 19, 2019

## ICS Financial Responsibilities:

- Collect student sports fees
- Pay CIF fees
- Pay Hi-Lo League fees
- Pay ref fees for each sport
- Pay score table personnel

## Boosters Financial Responsibilities:

- Fundraisers
- Collect ticket sales at home volleyball and basketball games, including CIF playoff games
- Pay for team uniforms
- Pay for necessary team equipment
- Pay facility fees
- Help ICS cover ref fees and table personnel once the ICS Athletic budget is liquidated (Note 1)

Note 1: ICS must provide the Boosters the ICS Athletics budget, identify how much money received via student sports fees and provide a breakdown of all expenditures before Boosters will release funds.

## Boosters Purchase Request Process

Two types of Boosters Funds:

General Funds:                Collected via Boosters fundraisers, donations to Boosters and ticket sales at home volleyball/basketball games

Team Funds:                    Collected via specific team fundraisers and donations to that team

Purchases made using Boosters general funds:

- Requester must receive a quote from two separate vendors for same material or service
- The less expensive vendor will be approved for purchase
  - If requester wants to purchase from specific vendor at higher cost, they will need to provide a justification as to why and the Boosters board must approve the purchase.
- Requester needs to fill out purchase request form and submit along with both vendor quotes to President or Treasurer
- President must approve all purchases before Treasurer can release funds
- Once Treasurer receives approved purchase request from the President then funds will be released

Purchases made using team funds:

- Requester only needs a quote from one vendor
- Fill out purchase request form and submit to Boosters President or Treasurer
- Purchase request will be approved as long as the request is for their sport