

## Hamilton Booster Funds Request Information

Dear Hamilton faculty and staff-

We are often asked what the procedure is for requesting support from the booster club. In an effort to make this information available to all Hamilton staff members we have prepared this FAQ sheet and attached a copy of the newly updated request form. Please make copies of the form and keep this sheet for future reference. We look forward to working with you to meet the needs of Hamilton's students.

### The Hamilton Booster Club

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#### ***Who may make requests?***

Faculty and staff from each SLC and ALL other school departments may make a request when there is a valid need.

#### ***What can I ask for?***

You can ask for anything that will help the students, as long as the request does not violate LAUSD policies.

#### ***How does it work?***

1. Submit your completed form to Mr. Garcia to determine if this item or service is permissible within the rules and guidelines of the school district. Mr. Garcia may also be aware of resources already available on campus. His signature is required before the Booster Club will review any request. Please submit requests no less than 3 weeks before our monthly meeting. There will be a box located in the office for you to place your requests.
2. Please consider that we are trying to allocate funds for items and services that will benefit as many of the students as possible. Needs that benefit very small groups or individuals will usually be declined. While we may not be able to fund these types of requests we will gladly work with you to find other resources or donations when possible.
3. We ask that you do your own comparison shopping before submitting requests. Please provide us with copies of your documentation comparing pricing and vendor information.
4. Once the form is completed and signed it will be forwarded to the Booster Club for review. We will vote on the item and provide a written response.

#### **FAQ:**

##### **The Principal did not favorably review my request and I disagree. What do I do?**

It is important to have all requests reviewed by the principal to make sure that we are not funding items that violate the rules/policies of the LAUSD. The Principal's knowledge of campus resources including available funds and school inventories can be helpful in fulfilling your request without using Booster's limited funds. Certainly there will be times when Mr. Garcia suggests that we not fund a request but as long as the request does not violate district policies we can still consider it. As with all requests submitted to us- there is no guarantee of approval.

### **I made a request but you sent my form back to me, what do I do?**

There may be instances where we need more information. Look at the bottom of the form, where we will ask for specific information. Provide the information needed and we will discuss the matter again at our next meeting.

### **What if I just want to ask you in person or by phone and don't have time to fill out a form?**

We are legally obligated to document our activities by the state. Every request must be made on the form.

### **I spent my own money on something and I want to get reimbursed, do you do that?**

No, all requests must be made using the form.

### **You denied my request and I disagree, what can I do?**

Unfortunately we cannot approve every request as our resources are very limited. However we welcome you to re-submit the following semester.

### **How do you make your decisions?**

All requests are reviewed on a "first come, first served" basis- it is important that you complete and turn in your request as quickly as possible. We review each request form and any other information that you provide. Once all of the information is reviewed we put the matter to a vote. The form will be returned to you with a response, usually within the next two business days.

### **When making a decision we consider the following:**

1. Will this request improve academic outcomes for students?
2. Does this request nurture and/or protect the emotional and physical wellbeing of students?
3. Will this item or service advance programs that allow students to further a chosen field of study or pursue activities that help them become better citizens and more successful adults?
4. Will this expenditure only help a few students or will many students over a period of time benefit?
5. Is this a disposable or "luxury" item?

### **The value of my request is over \$500 and I need to make a presentation to the association. What are your policies on presentations?**

Please let us know that you will be coming several days in advance so that we can update the agenda. We ask that you limit your presentation to 5 minutes. Your presentation should be objective and provide us with practical information about the request. Matters pertaining to staff business should not be discussed in this forum.

### ***Who is the Booster Club?***

We are a non-profit organization comprised of the parents, family members and guardians of current Alexander Hamilton High School students. We exist to support the entire school, including each SLC and Magnet. We raise funds and provide volunteers in order to improve the educational experience of all students.

### **How can we reach you?**

Leave us a message in the office. Send an email to [ahhsboosterclub1@gmail.com](mailto:ahhsboosterclub1@gmail.com), or, if you have access to Facebook check us out at "Hamilton Boosters"