



Clarkston Athletic Boosters Club (CABC) Grant Request for Support FAQ

Who can make a grant request from the CABC?

A high school team head coach who is a current CABC member can make a request with the approval and support of the program's varsity head coach (if not one in the same).

How does the grant request process work?

A CABC Grant Request Form for Financial Support needs to be completed. Fill out all required fields and have the form signed by the Clarkston Community Schools Athletic Director. Any additional documentation to support the request and a minimum of two bid/proposal/price comparisons needs to be emailed together with the completed form to ClarkstonAthleticBoosters@gmail.com.

All signed request forms and supporting documentation must be received at least two weeks prior to the CABC monthly meeting to become an agenda item. Meeting dates and times are posted on the CABC website <https://www.clarkston.k12.mi.us/athletics/fan-zone/boosters>. Request forms and supporting documentation received less than two weeks before a monthly meeting will be put on the agenda for the following month.

Is there a maximum amount of financial support that can be requested?

The maximum request amount per program per school year is \$10,000.

Do any prerequisites need to be met before grant money will be awarded to a team?

A minimum of 75% of the team members must have at least one parent or guardian registered as an active member of CABC. 100% participation is encouraged. A filed membership form and submitted \$5 dues payment constitute an active membership. CABC memberships are annual from August 1 to July 31.

A minimum number of volunteer points needs to be accumulated in support of the requesting team. Each volunteer shift an adult supporter of the team completes for CABC is worth one point (certain varsity football concessions shifts earn double points due to the nature of serving concessions at those games). One earned volunteer point will be required per \$100 requested (ie - a \$5000 grant request will require 50 earned points). Earned points can be carried over one time to the following school year. Points will be credited and tracked via the CABC volunteer sign-in form all volunteers should sign when arriving to work an event for CABC.

Does submitting the CABC Grant Request Form for Support complete the request process?

All grant requests must also be presented in person at a CABC monthly meeting as an agenda item. The requesting head coach and supporting varsity head coach (if not one in the same) should be present. The request will be discussed with an opportunity for meeting attendees to ask questions and review team fundraising.

When will I know if a request for support is approved by the CABC Board & Executive Council?

The requester will be notified of CABC's decision in writing within 48 hours of the monthly meeting presentation. All approvals are at the discretion of CABC leadership and are dependent upon availability of CABC funds.

Once a request has been approved how will the grant funds be disbursed?

CABC will write one check to Clarkston Community Schools (CCS) at the end of each sports season to cover all approved grant requests for that season. Coaches should charge their expenses to their team's account and CCS will reimburse those respective accounts once it receives a check from CABC. The business office at CCS will be notified of all approved grant requests by CABC.

Membership Form, Grant Request Forms, and Volunteer SignUpGenius links can be found on the [CABC Website](#).

Questions or additional assistance please email: ClarkstonAthleticBoosters@gmail.com



CLARKSTON ATHLETIC BOOSTERS CLUB

Grant Request for Financial Support

Date of Request: _____ Number of Athletes: _____

Sport/Team: _____ Team Level: _____

Head Coach's Name: _____ Head Coach's Cell: _____

Head Coach's Email: _____

Amount Requested: _____

Description of Request (include usage):

CCS Athletic Director's Signature

Varsity Head Coach's Signature

Any additional documentation to support this request and a minimum of two bid/proposal/price comparisons must be emailed together with this completed form to ClarkstonAthleticBoosters@gmail.com.

Signed request forms and supporting documentation must be received at least two weeks prior to the CABC monthly meeting to become an agenda item. Meeting dates and times are posted on the CABC website at <https://www.clarkston.k12.mi.us/athletics/fan-zone/boosters>.

Forms and documentation received after the deadline will be put on the following month's agenda. All grant request approvals are at the discretion of CABC leadership and are dependent upon availability of CABC funds.

Questions or additional assistance please email: ClarkstonAthleticBoosters@gmail.com

For CABC Use Only:

Date Received: _____ Date Presented: _____

Points Earned: _____ # of CABC Members: _____

Date Approved/Declined

CABC President's Signature

CABC Treasurer's Signature