

Penfield Patriots Global Booster Club

FACILITIES COMMITTEE (updated 04/06)

PURPOSE

The Facilities Committee of the Penfield Patriot Global Booster Club is a “standing committee set up with the following purposes:

- Provide a method for receiving requests for facility improvements
- Provide a method for reviewing and recommending requests
- Conduct due diligence prior to recommendations and allocation of funds

Generally, the Facilities Committee is involved in reviewing proposals whose cost are less than \$10,000 and, if approved they are referred to the full Global Booster Committee for consideration.

APPLICATION DEADLINES

Requests for facilities improvement/equipment may be submitted at any time but will be reviewed only twice a year- in October and March.

PROCEDURES

The REQUEST FOR FACILITY UPGRADE COST ASSISTANCE includes the following information:

- request rationale, alternatives, implications, reasons to be considered
- who's affected
- physical education department benefits
- town benefits
- time frame of project
- estimated cost
- team contribution

All requests submitted to the chair of the Facilities Committee by October 1st will be reviewed by the Facilities Committee within 30 days. The Facilities Committee will decide whether to “RECOMMEND” or “NOT RECOMMEND” and the decision will be presented by the chair of the Facilities Committee to the Global Booster Club at its next full meeting. Request submitted after October 1st will be reviewed along with those requests submitted by the following March 1st and presented to the Globally Booster Club at its April meeting. Consideration of all requests submitted after March 1st will be reviewed for the next budget year along with requests submitted according to the October deadline.

50% of the available funds will be allocated to request received by October 1st and 50% of the funds will be allocated to requests received by March 1st.

- Any monies not allocated in a fiscal year will be set up in a reserve fund for a large or long term project/goal agreed upon by the club, or drawn down as seen fit by the club.
- All request proposals must be formally completed.
- All requests/proposals need the coach's signature. Applications made by and benefiting more than 1 team need all applicable coaches' signatures.
- No loans to individual clubs.
- The Facilities Committee should not be expected to recommend funds for equipment purchased prior to the application process outlines above.
- All request proposals should have two estimates.
- The percent funded to approved requests will be on a case by case basis, Considerations will include club participation in global activities.
- Team finances will also be reviewed and considered with each submitted application.