



Olentangy Orange Athletic Boosters (OOAB)

Request for OOAB Funds Procedural Document

(Approved by the OOAB Board, 3-15-2010)

Funding Guidelines

The following procedures and guidelines were adopted by the OOAB Board on March 15, 2010 to address how OOAB General Funds and restricted sports funds may be distributed in relation to capital equipment and facility improvement purchasing needs.

Funding Levels

Listed here are the funding levels OOAB will adhere to. Each restricted sport is expected to contribute, if they have available funds, anywhere from 25-50%, of the total costs of the capital purchase or improvement. If more than one sport will benefit from the capital equipment or improvement purchase, each sport that benefits from the purchase will share equally in the sport's contribution portion of the funding. Should a sport not have available funds to support the request as outlined above, the sport will submit to OOAB a plan to raise that portion of funding and agree to a term of payment (see below) to OOAB for their portion.

Should a sport that would benefit from the improvement choose not to support any portion of the contribution for a named capital purchase or improvement, OOAB reserves the right to garnish the non participating sport's funds they have in their account to cover their portion of the purchase or improvement. If non participation by a sport, as outlined, is due to lack of funds in their account, the OOAB Board will lend the sport their portion as outlined below with an expectation of repayment within one (1) year. The intention is to promote up front discussion and planning for all capital purchases and improvement to avoid funding conflicts, however, some projects may be approved with the benefit of current and future teams in mind.

The mission of OOAB and the restricted sports is to raise funds for our athletes and their needs and will remain the focus of the organization.

Funding:

1. **Capital equipment purchases and improvements that benefit *more than one specific sport*:**
 - a. OOAB will fund up to 50% of the amount of the capital equipment purchase or improvement with the sports making the request.
 - b. Restricted sports will raise funds or use funds available in their accounts to make up the balance of the purchase.
 - c. Capital equipment and improvements are defined as those items that have a projected life of 5 years.
2. **Capital equipment purchases and improvements that benefit *one specific sport*:**
 - a. OOAB will fund up to 75% of the amount of the capital equipment purchase or improvement with the sport making the request.
 - b. Restricted sports will raise funds or use funds available in their accounts to make up the balance of the purchase.
 - c. Capital equipment and improvements are defined as those items that have a projected life of 5 years.
3. **Capital equipment purchases and improvements that benefit the training and well being of Olentangy Orange High School Athletic programs and athletes including: weight room improvements and physical training rooms needs:**
 - a. OOAB will fund up to 100% of the amount of the capital equipment purchase or improvements for the OOHS athletic training and physical training needs.
 - b. Capital equipment and improvements are defined as those items that have a projected life of 5 years.
4. **OOAB will not fund disposable items through this program such as shirts, hats, travel expenses, shoes, gloves, coaches clinics, etc.**
 - a. Restricted sports will still raise funds for this type of need or pass that cost onto the parents of athletes.
5. **OOAB Lending Policy;**
 - a. OOAB will lend restricted sports program funds, provided there is an availability in the OOAB General Fund.
 - b. Funds borrowed from the OOAB General Fund will be required to be repaid within one (1) calendar year.
 - c. Restricted sports will demonstrate a repayment plan and that plan must be approved by the OOAB Board in advance of the loan.

The OOAB Board reserves the right to amend this policy and procedure document as required by and agreed upon. In addition, the OOAB Board reserves the right to review and develop funding strategies to assist restricted sports as needed outside of these policies.

At all times, funding levels set forth in this guidance documents may be denied for any restricted sport for any of the following reasons:

- The availability of funds for OOAB from the General Fund, operational budgets of the respective restricted sports (the sport's contribution to the purchase) or the ability of the restricted sports to be able to demonstrate the ability to payback OOAB for borrowed funds.
- Not providing OOAB the proper funding request form and then, obtaining approval of the OOAB Board, in advance of any ordering of equipment or hiring of vendors. All improvements and approvals must be submitted to the OOAB Board in advance (30 days) of approval for funding. No equipment or improvements may be ordered without approval.
- The restricted sport selection of vendors for capital equipment purchases without following approved procedure (form and advance notice) and obtaining at least three (3) quotations for all purchases/improvements above \$1000.00. Quotations must be provided to the OOAB board with the appropriate funding request form before funds will be approved. No equipment or improvements may be ordered without approval. Single quotations are permitted to improve an existing asset but, must still be approved by OLS, the Athletic Department and OOAB board.
- No pre-approval of capital equipment/improvements by the Olentangy Orange Athletic Department (and Athletic Director). All improvements and approvals must be submitted to the OOAB Board in advance of approval for funding and be approved by the Athletic Department.
- No pre-approval by Olentangy Local Schools (OLS) and the Facilities Department (Andy Kerr or his designate). All capital equipment/improvements that physically affect any property (buildings and grounds) belonging to Olentangy Local Schools must have approval. All improvements and approvals must be submitted to the OOAB Board in advance of approval for funding and after demonstration of compliance with OLS policies on facility changes and improvements. No equipment or improvements may be ordered without approvals by OLS, OOHS Athletics Department and OOAB Board. Any purchases and improvements done outside of this process will be rejected.
 - Please note that the OLS approval process may take 3-4 weeks or longer, depending upon the improvement. Please do not order improvements or equipment without approvals.
- OOAB does not purchase uniforms, performance items (shirts, hats, shoes, gloves, etc.) or any items considered to be part of a uniform. These items are not considered to be capital equipment and their purchase is the responsibility of the sport raising the funds, the athletic department or the parents of the athletes.

Any equipment or improvements that are ordered or completed without the approvals listed above are subject to denial of any funding. This may include no funding by the OOAB Board, denial of the use of previously raised funds by the restricted sport and the denial of projects by OLS. OOAB, OLS and the OOHS Athletic Department will not be responsible for any equipment or improvements ordered without proper approvals.