

LHS Academic Boosters Appropriations Guidelines 2017-2018

The Langley High School's Academic Boosters has created a procedure and guidelines to provide financial support to the school's academic teams, clubs, competitions, optional testing and faculty sponsor expenses for activities that enrich the overall learning experience of Langley students.

Attached please find the Academic Booster's Appropriations Request Form. You must use this form to request funds from the Academic Boosters Executive Committee. Please complete the entire form. Please understand that an incomplete Request Form will not be considered for funding. Should you have any questions please email Peggy Flaxman, Academic Booster President at langleyacademicboosters@gmail.com

The criteria used to determine, review and approve Requests shall include:

- Description of club/activity and detailed budget for requested funding;
- The number of students and the educational impact of the requested activity and/or item(s);
- The appropriateness of the Academic Booster funding and whether alternate funding (including club dues) is available and should or can be utilized

Langley Academic Boosters Appropriations Process

STEP 1: Complete Academic Booster Appropriations Request Form. Return via email, or to the front office by **November 1, 2017**.

STEP 2: All Requests will be reviewed to determine if the Request can be funded by the Boosters or from other school resources or from FCPS monies. Requestors will be notified that the request is "Denied" (with explanation), "Approved", or "Approved Pending Interview". All requests made by student clubs will require an interview to finalize approval.

STEP 3: If the request is "Approved Pending Interview" the *students* who initiated the request on behalf of the club/activity must present a their request in person to the Executive Board and a detailed budget, including all expected annual income and expenses for the club/activity must be presented. (Expected dates for Interview 11/13 - 11/17).

STEP 4: Decisions of the Committee are final and can not be appealed. Academic Boosters will notify all clubs via email of the decisions to award funds, and deliver checks to club sponsors upon receipt of a complete club roster with student names and parent email contact information.

STEP 5: All clubs receiving funds from LHS Academic Boosters must report back to LHS Academic Boosters regarding the status of the club/activity. The activities of the club and or results from any funded competitions will be shared via the Academic Boosters website, Facebook, Twitter, Langley eNews and local publications.

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Please submit your Request, and accompanying documentation to Peggy Flaxman by **November 1, 2017**. The Request Form can be left in the Academic Boosters mailbox in the Langley office or submitted online at langleyacademicboosters@gmail.com. If you do not receive confirmation within 10 days of submitting your request please contact Peggy Flaxman at the above email address to confirm that the Request was received.

NOTE: Even if you know you will not need the funding or items (e.g. registration fees, equipment, software, etc) requested until second semester, an Appropriations Request should still be completed and submitted by November 1 so that the Committee can reserve funds for your Request.

If you have any questions, please do not hesitate to contact Peggy Flaxman at langleyacademicboosters@gmail.com.