

Guidelines for Athletic Team Budget Process

1. Budgets should be developed as line item budgets.
2. The budget should be fully transparent and fully communicated to team parents.
3. The budget should be developed in conjunction with the head varsity coach and athletic director (athletic director will need to approve the budget before anything is ordered and communicated to the parents/community). If it is appropriate, the Booster Club and/or team liaison will be included.
4. The budget should only include those items that are **reasonable and appropriate for the level of the team**. Spending should be kept to a minimum.
5. All money must be run through the school site accounts. NO coaches or parents are to have checks made out to them personally.
6. All purchases must be made using a district or student body purchase order. If a purchase is made without a district or student body purchase order, the person making the purchase will be responsible for payment.

NOTES:

- Please remember that these are voluntary DONATIONS from parents and, as such, it is not a requirement for participation.
- All payments and/or waivers are confidential and cannot be communicated to parents.
- If an athlete is having financial difficulties, please work with the athletic director and site administration in a confidential manner to assist.
- If possible, schools should work together (district-wide if possible) to bid for large purchases.
- All outside of the district athletic foundations are expected to follow guidelines 1-4 above.