

Request

Dear Members of the Board,

On behalf of the Lower Lake High School Athletic Boosters Club, thank you for your continued commitment to improving the health and well-being of our community. We appreciate your consideration of our Request for Assistance and the many ways the Redbud Health Care District invests in programs that make a meaningful difference for the residents of southern Lake County.

The Lower Lake High School Athletic Boosters Club is pleased to submit this proposal requesting **\$50,000** to support our **Student Athlete Health, Safety & Injury Prevention Initiative** for the 2026–2027 school year.

Each year, hundreds of Lower Lake High School students participate in athletics that promote physical fitness, teamwork, mental wellness, and healthy lifestyles. As participation continues to grow, so does the responsibility to provide a safe environment in which students can train, compete, and develop. This proposal focuses on practical improvements that directly support student health and safety, including injury prevention equipment, environmental safety monitoring, hydration and heat illness prevention, protective athletic apparel, and concessions food safety upgrades.

Living in Lake County presents unique challenges for student-athletes. High summer temperatures, increasing wildfire smoke events, and limited resources make proactive health and safety investments more important than ever. This initiative is designed to reduce preventable injuries and illnesses before they occur while improving the overall safety of athletic events for students, families, volunteers, and community members.

As a volunteer-led nonprofit organization, the Lower Lake High School Athletic Boosters Club works alongside school administration, coaches, families, and local businesses to strengthen athletic opportunities for our students. While community fundraising provides important support, it cannot fully address the increasing health and safety needs across all athletic programs. Assistance from the Redbud Health Care District would provide a lasting investment in the health and wellness of our youth and the community we proudly serve.

Thank you for your time, your leadership, and your thoughtful consideration of this request. We appreciate the opportunity to partner with the Redbud Health Care District in promoting healthier, safer opportunities for the students and families of Lower Lake High School.

Respectfully,



Miriam Garner

Vice President

Lower Lake High School Athletic Boosters Club

**REDBUD HEALTH CARE DISTRICT
REQUEST FOR ASSISTANCE (RFA)**

SECTION 1

Subject of Request: Student Athlete Health, Safety & Injury Prevention Initiative
Starting Date For New Programs: July 1, 2026

SECTION 2

Requestion Organization: Lower Lake High School Athletic Boosters

SECTION 3

9340 Lake Street, Lower Lake, CA 95457
(707) 273-2440 (Miriam Garner, VP)
boostersllhs@gmail.com

SECTION 4

Individual Accountable For Funds: Miriam Garner – Vice President

SECTION 5

Amount Requested: \$50,000.00
Grant Period: July 2026-June 2027

SECTION 6

Lower Lake High School Athletic Boosters

The Lower Lake High School Athletic Boosters is a nonprofit organization dedicated to supporting student-athletes and athletic programs at Lower Lake High School in Lower Lake, California. The organization is governed by an elected Board of Directors and operates independently of Konocti Unified School District while working collaboratively with school administration, coaches, student-athletes, families, and community members to enhance athletic opportunities for students.

The purpose of the Lower Lake High School Athletic Boosters is to promote, encourage, and support interscholastic athletics through fundraising, volunteer service, community engagement, and financial assistance for athletic programs. Lower Lake High School Athletic Boosters provide resources that enhance the student-athlete experience and contribute to the success of Lower Lake High School athletic programs.

The organization is governed in accordance with its' bylaws and conducts meetings using Robert's Rules of Order. The current officers are:

- **President:** Tanya Biasotti
- **Vice President:** Miriam Garner
- **Treasurer:** Tarin Benson
- **Secretary:** Jennifer Hughes

The Lower Lake High School Athletic Boosters supports all Lower Lake High School athletic programs and manages fundraising activities, concessions operations, sponsorships, donations, and approved expenditures that benefit student-athletes. Funds are maintained and tracked through the organization's financial records, including designated sport and program subaccounts.

The Lower Lake High School Athletic Boosters Club has no for-profit affiliations. The organization operates through volunteer leadership and community support to advance opportunities for student-athletes and strengthen athletic programs serving students within the Redbud Health Care District service area. Documentation verifying the organization's nonprofit status is attached.

SECTION 7

Proposed Use of Funds – 2026-2027 School Year

1. Concessions Health & Safety Upgrades – \$10,000

The Lower Lake High School Athletic Boosters Club operates concessions during athletic events attended by students, families, and community members throughout the year. Existing equipment and food storage capabilities are aging and require upgrades to ensure safe food handling practices and compliance with health and safety standards.

Funds will be used for:

- Commercial refrigeration upgrades
- Food-safe storage cabinets and shelving
- Temperature monitoring and food safety equipment
- Replacement of aging coolers and food storage containers
- Sanitation and food handling improvements

These improvements will support safe food service operations and reduce risks associated with food spoilage, contamination, and improper storage.

2. Athlete Injury Prevention & Safety Equipment – \$25,000

Student-athlete safety is a primary focus of the Lower Lake High School Athletic Boosters Club. Funds will be used to purchase and replace safety-related equipment that helps reduce injury risk and improve athlete protection across multiple sports programs.

Potential purchases include:

Football and Soccer

- Blocking and tackling safety equipment
- Training equipment designed to reduce injury during practice

Baseball and Softball

- Batting helmets
- Catcher's protective gear
- Protective screens and safety netting
- Training aids focused on injury prevention

Basketball

- Practice and conditioning equipment
- Injury prevention training tools

Multi-Sport Safety Equipment

- Athletic training supplies
- Protective padding and safety barriers
- Equipment replacements required due to wear and safety concerns

These investments will directly support injury prevention, athlete protection, and safer participation opportunities for students.

3. Protective Athletic Apparel & Warm-Ups – \$10,000

Protective apparel helps reduce injury risk while supporting safe participation during practices, travel, and competition.

Funds may be used for:

- Cold-weather warm-up apparel
- Protective outerwear for outdoor sports
- Practice apparel designed for safety and visibility
- Sport-specific protective clothing and equipment
- Replacement of worn or damaged safety-related apparel

Programs benefiting may include:

- | | | |
|-----------------|--------------|----------------|
| • Football | • Basketball | • Wrestling |
| • Flag Football | • Baseball | • Cheerleading |
| • Soccer | • Softball | • Volleyball |

Providing appropriate protective apparel helps students safely participate during varying weather conditions and reduces health risks associated with environmental exposure.

4. Hydration & Heat Illness Prevention – \$5,000

Heat-related illness remains one of the most significant preventable health risks facing student-athletes, particularly during fall and spring outdoor sports.

Funds will be used to improve hydration access and heat illness prevention measures through:

- Portable hydration stations
- Water distribution systems for practices and competitions
- Large-capacity water storage containers
- Cooling equipment and shade resources
- Heat illness prevention supplies
- Hydration monitoring and support equipment

These resources will improve athlete access to hydration and support efforts to prevent dehydration, heat exhaustion, and heat-related medical emergencies.

SECTION 7.1

The proposed budget will focus on improving student health, injury prevention, food safety, hydration access, heat illness prevention, and protective equipment for student-athletes participating in school sports. The request is directly health and safety related and is intended to reduce preventable risks associated with athletic participation, including injuries, heat illness, unsafe food storage, and lack of appropriate protective equipment.

The funding period will be the 2026–2027 school year. During this period, funds will be used to purchase, replace, and improve health and safety resources that support all LLHS athletic programs, including football, flag football, volleyball, basketball, wrestling, baseball, softball, cheerleading, and other school-sponsored athletic activities.

The goals of the budget are to:

1. Improve athlete safety and injury prevention across all sports.
2. Upgrade concessions food storage and refrigeration to support safer food handling during school athletic events.
3. Provide protective apparel and warm-ups that help reduce health risks related to weather exposure and unsafe participation conditions.
4. Improve hydration access and heat illness prevention for outdoor practices, games, and events.
5. Support a safer athletic environment for students, families, volunteers, and community members.

The objectives during the funding period are to identify priority safety needs by sport, purchase and distribute safety-related equipment and supplies, improve food safety practices in concessions, and provide hydration and heat prevention resources for practices and competitions.

SECTION 7.2

Members of the Redbud Health Care District will benefit from this funding through improved student health, safer athletic participation, and reduced preventable health risks at Lower Lake High School athletic events.

School athletics serve a large number of local youth and families. Student-athletes are at risk for sports-related injuries, heat illness, dehydration, and environmental exposure during practices and competitions. By investing in injury prevention equipment, protective apparel, hydration resources, and food safety upgrades, this budget supports preventive health and reduces the likelihood of avoidable medical issues.

This funding will help improve community health by supporting:

- Safer athletic participation for local students
- Injury prevention through updated protective equipment
- Reduced risk of heat-related illness through better hydration access
- Improved food safety for concessions serving students, families, and community members
- Greater student wellness through continued access to organized physical activity
- A safer environment for school-sponsored athletic events

The requested funds support prevention, safety, and wellness rather than emergency response after injury or illness occurs. This aligns with the health care purpose of protecting community health and reducing preventable health risks for youth and families within the Redbud Health Care District.

The budget will also benefit the broader community because LLHS athletic events are attended by students, parents, grandparents, volunteers, staff, and community members. Upgrades to concessions safety, hydration access, and emergency-prevention resources improve the safety of both participants and event attendees.

SECTION 7.3

Timetable for Payment and Use of Funds

Lower Lake High School Athletic Boosters Club requests that funds be provided as a one-time award for use during the 2026–2027 school year. Upon approval and receipt of funds, purchases will be prioritized based on immediate health and safety needs, athletic season timelines, and input from the Athletic Director, coaches, and LLHS Athletic Booster Club Board.

Expected use of funds:

- Summer/Fall 2026: Fall sport safety equipment, hydration resources, heat illness prevention supplies, concessions refrigeration and food storage upgrades
- Winter 2026–2027: Basketball, wrestling, cheer, indoor sport safety needs, warm-ups, and protective apparel
- Spring 2027: Baseball, softball, outdoor hydration resources, protective equipment, and remaining safety upgrades

Changes or Other Funding Sources

Lower Lake High School Athletic Boosters Club will continue fundraising during the 2026–2027 school year. However, local fundraising is not sufficient to meet all identified health and safety needs across all athletic programs. If additional funds are received from other sources that directly cover any items included in this request, LLHS Athletic Boosters Club will adjust spending accordingly and use Redbud Health Care District funds only for approved health and safety-related purposes.

All expenditures will be tracked through LLHS Athletic Booster Club financial records, reviewed by the Treasurer, and reported to the Board as required.

2026-2027 Proposed Budget Allocation

Estimated Expenditures for the Student Athlete Health, Safety & Injury Prevention Initiative

Funding Request: \$50,000

1. Concessions Health & Safety Upgrades

Item	Estimated Cost
Commercial Reach-In Refrigerator	\$3,200
Commercial Freezer	\$2,500
Stainless Steel Prep Table	\$800
NSF Food Storage Shelving	\$600
Food Storage Containers & Ingredient Bins	\$400
Handwashing & Sanitation Improvements	\$700
Ice Storage Bins & Coolers	\$600
Cleaning & Food Safety Supplies	\$700
Miscellaneous Food Safety Equipment	\$500

Category Total: \$10,000

2. Athlete Injury Prevention & Safety Equipment

Football

Item	Estimated Cost
Tackle Breaker Blocks (2)	\$3,000
5-Man Blocking Sled	\$4,500
Striker Training Vests (Set)	\$1,200
Training Chutes & Speed Equipment	\$1,300

Football Total: \$10,000

Baseball / Softball

Item	Estimated Cost
Two-Wheel Pitching Machine	\$3,800
Pitching Machine Balls	\$600
L-Screen & Protective Netting	\$1,500
Catcher's Gear (2 Sets)	\$1,100

Baseball / Softball Total: \$7,000

Soccer

Item	Estimated Cost
Massage Gun Recovery Kits (2)	\$500
Shin Guards	\$600
Portable Training Goals	\$900
Agility Poles & Speed Ladders	\$500
Ball Storage Cart	\$500

Soccer Total: \$3,000

Wrestling

Item	Estimated Cost
Wrestling Headgear	\$900
Mat Cleaning & Sanitation Equipment	\$700
Practice Safety Equipment	\$900

Wrestling Total: \$2,500

Multi-Sport Sports Medicine

Item	Estimated Cost
Trauma / First Aid Kits	\$700
AED Pads & Batteries	\$500
Athletic Training Supplies	\$1,300

Sports Medicine Total: \$2,500

Category Total: \$25,000

3. Protective Athletic Apparel & Warm-Ups

Item	Estimated Cost
Football Warm-Ups / Sideline Jackets	\$2,000
Baseball Warm-Ups	\$1,500
Softball Warm-Ups	\$1,500
Basketball Warm-Ups	\$1,500
Volleyball Warm-Ups	\$1,200
Soccer Warm-Ups	\$1,000
Cheer Warm-Ups	\$800
Wrestling Warm-Ups	\$500

Category Total: \$10,000

4. Hydration, Heat & Air Quality Safety

Item	Estimated Cost
Portable Hydration Station	\$1,500
Large Water Coolers	\$600
Pop-Up Shade Canopies	\$700
WBGT Heat Stress Monitor	\$600
Outdoor Air Quality / Wildfire Smoke Monitor	\$700
Cooling Towels & Ice Sheets	\$400
Miscellaneous Hydration Supplies	\$500

Category Total: \$5,000

Budget Notes

- Cost estimates are based on current vendor pricing and previous purchasing experience.
- Actual equipment brands and models may vary based on availability and competitive pricing.
- Funds will be used for both **capital purchases** (equipment with a multi-year service life) and **operational purchases** (safety supplies, hydration equipment, sanitation materials, and protective apparel).
- Purchases will be prioritized according to seasonal athletic needs and implemented throughout the 2026–2027 school year in coordination with the Athletic Director and coaching staff.
- Should additional funding become available through donations or other grants, Redbud Health Care District funds will continue to be used exclusively for approved health and safety purposes.



P.O. BOX 94033, PALATINE, IL 60094-4033
Return Service Requested

How to reach us

bmo.com/contact
888-340-2265



LLHS ATHLETIC BOOSTERS (GENERAL FUNDS)
POB 1178
LOWER LAKE CA 95457-1178

Date
June 11, 2026 through
July 10, 2026
Primary Account Number
166054791

EFFECTIVE 8/10/2026: IF YOUR DEPOSIT PRODUCT HAS A NON-BMO ATM TRANSACTION FEE, BMO IS NO LONGER CHARGING THE \$3 NON-BMO ATM TRANSACTION FEE FOR EACH NON-BMO ATM TRANSFER. IF YOUR DEPOSIT PRODUCT CHARGES A FEE FOR A CASHIER'S CHECK, THE FEE WILL INCREASE FROM \$10 TO \$12. IF YOUR DEPOSIT PRODUCT CHARGES A FEE FOR DOMESTIC OUTGOING WIRE TRANSFERS, THE FEE WILL INCREASE FROM \$30 TO \$40 EACH. IF YOUR DEPOSIT PRODUCT CHARGES A FEE FOR FOREIGN OUTGOING WIRE TRANSFERS, THE FEE WILL INCREASE FROM \$50 TO \$60 EACH. IF YOUR DEPOSIT PRODUCT CHARGES A FEE FOR EXCEEDING ITS CASH DEPOSIT LIMIT, THE FEE WILL INCREASE FROM \$0.25 TO \$0.30 PER \$100 DEPOSITED OVER THE LIMIT.

THE DEPOSIT ACCOUNT AGREEMENT AND BMO BUSINESS SERVICE FEE SCHEDULE WILL BE UPDATED ACCORDINGLY. YOUR CONTINUED USE OF THIS ACCOUNT AS OF 8/10/2026 CONFIRMS YOUR AGREEMENT TO THESE CHANGES. IF YOU HAVE QUESTIONS ABOUT ANY OF YOUR BMO ACCOUNTS, PLEASE CALL US TOLL-FREE AT 1-888-340-2265. BMO BANK N.A. MEMBER FDIC EQUAL HOUSING LENDER. NMLS 401052 VISIT US ONLINE AT WWW.BMO.COM

Statement Summary

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE (AS OF JULY 10, 2026)
BMO SIMPLE BUSINESS CKG	166054791	\$31,183.00

FOR YOUR PROTECTION

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding a consumer electronic transfer, consumer card transaction, and consumer overdraft credit line account must be reported within 60 days.

CONTINUED ON NEXT PAGE





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888-340-2265

Account Summary - BMO SIMPLE BUSINESS CKG #166054791

BEGINNING BALANCE AS OF JUNE 10, 2026	NUMBER OF DEPOSITS	DEPOSIT AMOUNT	NUMBER OF WITHDRAWALS	WITHDRAWAL AMOUNT	SERVICE CHARGES	ENDING BALANCE AS OF JULY 10, 2026
\$36,241.24	2	\$3,442.00	3	\$8,500.24	\$0.00	\$31,183.00

Monthly Activity Details

Date	Transaction description	Withdrawal	Deposit	Balance
	BEGINNING BALANCE			\$36,241.24
Jun 12	TELLER DEPOSIT		\$867.00	\$37,108.24
Jun 16	Check 2796	(\$7,922.25)		\$29,185.99
Jun 18	POS PURCHASE RECORD NO. 928540 CARD NO. 3013 SUMMIT MEASUREMENT LLC MARSTONS MIL MA	(\$564.00)		\$28,621.99
Jul 06	POS PURCHASE RECORD NO. 315590 CARD NO. 3013 NFHS C306EF523FU CHAMBLEE GA	(\$13.99)		\$28,608.00
Jul 09	TEL XFR FROM CHECKING		\$2,575.00	\$31,183.00
	ENDING BALANCE			\$31,183.00

Checks in Serial Number Order

Date	Serial Number	Amount	Date	Serial Number	Amount
Jun 16	2796	\$7,922.25			

* Indicates a skip in sequence



Important Information

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR CONSUMER ELECTRONIC TRANSFERS AND CARD TRANSACTIONS

Call us at 1-888-340-2265 for errors or questions involving Card transactions or electronic transfers, or write to BMO Bank N.A., P.O. Box 94019, Palatine, IL 60094-4019, as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the first statement on which the problem or error appeared. This is the information we will need in order to help resolve the problem:

1. Tell us your name, account number, and Card number (if applicable).
2. Describe the error or the transaction and the date of the transaction you are unsure about, and explain why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you also send us your complaint or question in writing within ten Business Days.

We will determine whether an error occurred within 10* Business Days after we hear from you and we will correct any error promptly. If we need more time, however, by law we may take up to 45* days to investigate your complaint or question. If we decide to do this, we will provisionally credit your account within 10* Business Days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If you fail to give us the required written confirmation of your complaint or question, then we may not credit your account or we may revoke the provisional credit we previously gave to you.

We will tell you the results of our investigation within three Business Days after completing our investigation.

**These time periods may be extended as follows. The applicable time is 20 Business Days in place of 10 Business Days for new accounts if the notice of the error involves a transfer to or from the account within the first 30 days your account is open. The applicable time is 90 days in place of 45 days if the notice of error involves a transfer that either (1) was initiated outside the U.S., (2) resulted from a Point-of-Sale transaction, or (3) occurred within the first 30 days your account is open.*

Important information about your Consumer Overdraft Credit Line Account

For overdraft credit plans with a fixed Annual Percentage Rate:

The periodic rate and corresponding Annual Percentage Rate does not change.

For overdraft credit plans with a variable Annual Percentage Rate:

The periodic rate and corresponding Annual Percentage Rate for this plan is a variable rate which can change monthly. (See your account agreement for details on how the Annual Percentage Rate is determined.)

CALCULATION OF BALANCE SUBJECT TO INTEREST RATE FOR CONSUMER OVERDRAFT CREDIT LINE ACCOUNTS

We figure the interest charge on your account by applying the periodic rate to the "daily balance" of your account for each day in the billing cycle. To get the "daily balance" we take the beginning balance of your account each day, add any new advances, and subtract any payments or credits. This gives us the daily balance.

The interest charge begins to accrue on the date an advance is posted to the account. The interest charge continues to accrue on the unpaid principal balance after the statement has been printed and mailed to you. There is no "grace period" or "free ride period" which would allow you to avoid an interest charge.

WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR CONSUMER OVERDRAFT CREDIT LINE ACCOUNT STATEMENT

If you think there is an error on your statement, write to us at: BMO Bank N.A., Attn: Billing Department, P.O. Box 365, Arlington Heights, IL 60006

In your letter, give us the following information:

- *Account information:* Your name and account number.
- *Dollar amount:* The dollar amount of the suspected error.
- *Description of Problem:* If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Credit Reporting Disputes

We may report information about your account to the credit bureaus. If you think we've reported inaccurate information, please write to us at: BMO Bank N.A., PO Box 2008, Milwaukee, WI 53201-9288. In your letter, please include name, address, account number and/or social security number, reason for dispute, and your signature to indicate you're the borrower submitting this dispute.

Date: 05/2025



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Date: 05/2025



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

LOWER LAKE HIGH SCHOOL ATHLETICS
BOOSTERS CLUB
POBOX1178
LOWER LAKE, CA 95457

Date:
12/19/2022
Employer ID number:
92-0966613
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
June 30
Form 990-PF required:
Yes
Effective date of exemption:
January 1, 2022
Addendum applies:
No
DLN:
26053746006382

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



BYLAWS

Lower Lake High School Athletics Boosters Club

P.O. Box 1178
Lower Lake, CA 95457
Tax ID#92-0966613



Lower Lake High School Athletics Boosters Club

Tax ID#92-0966613



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Document Authority Note

The Articles constitute the official bylaws of the Lower Lake High School Athletics Boosters Club.
Appendices A–F are adopted policies, procedures, and supporting documents approved by Board vote and maintained as official organizational records. Updates to appendices do not require amendment of the bylaws unless otherwise required by law.



Lower Lake High School Athletics Boosters Club

Tax ID#92-0966613



BYLAWS

Lower Lake, Lake County, California
(Revised Draft – January 21, 2026)

ARTICLE I – Name

The name of this organization shall be the **Lower Lake High School Athletics Boosters Club** ("LLHSABC"), an independent, community-based nonprofit organization operating in support of athletic programs at Lower Lake High School in Lake County, California.

ARTICLE II – Purpose and Mission

The purpose of the Lower Lake High School Athletics Boosters Club ("LLHSABC ") is to support and encourage school spirit and enhance athletic programs at Lower Lake High School (LLHS).

LLHSABC is an independent, parent- and community-run nonprofit entity. It is not governed by, affiliated with, or a subsidiary of the Konocti Unified School District or Lower Lake High School. While LLHSABC works collaboratively with school administrators, coaches, and staff to support student-athletes, all Booster Club activities, decisions, and finances are managed independently by LLHSABC in accordance with its bylaws and applicable law. LLHSABC's responsibilities include fundraising and other activities deemed appropriate for the benefit of LLHS athletic programs.

LLHSABC is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of LLHSABC shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that LLHSABC shall be authorized to pay reasonable compensation for services rendered.

LLHSABC shall not engage in political or legislative activities prohibited under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III – Organizational Structure and Authority

1. Committees, conferences, and projects shall be used to accomplish the goals of LLHSABC.
2. LLHSABC shall be nonprofit, nonsectarian, and nonpartisan.
3. LLHSABC shall not seek to direct the administrative activities of the school or control school policies, but may express opinions for the good of the athletic program.
4. LLHSABC may cooperate with other organizations that support student welfare.
5. LLHSABC maintains finances, accounts, and records that are entirely separate from the budgets and financial systems of Lower Lake High School and the Konocti Unified School District. All funds raised by LLHSABC are privately raised and privately administered.

ARTICLE IV – Membership, Governance, and Voting

Members

Membership is open to parents or guardians of LLHS student-athletes, alumni, school staff, and interested community members who support the purpose of LLHSABC. Membership is granted upon payment of annual dues as set by the Board.

Voting Members

Voting Members must:

- Meet membership requirements
- Attend at least three meetings during the current fiscal year (July 1–June 30)

Coaches and the Athletic Director are not eligible to be Voting Members.

Board of Directors

The Board consists of elected Officers and eligible Voting Members. A quorum consists of three Voting Members, at least two of whom must be Officers.

Volunteers

Volunteers are encouraged. All volunteers must sign in for each event or activity they assist with.

Other (Non-Voting Roles)

Includes the Athletic Director, coaches, and designated athletic program representatives, who serve in advisory and coordination roles only and do not exercise voting authority or financial control within LLHSABC.

ARTICLE V – Officers and Board of Directors

The elected Officers of LLHSABC shall be President, Vice President, Secretary, and Treasurer. Officers must be Voting Members. Officers collectively govern LLHSABC in accordance with California Nonprofit Corporation Law.

ARTICLE VI – Duties and Authority of Officers

President

The President shall preside over meetings, oversee operations, represent LLHSABC, and ensure execution of Board decisions.

Vice President

The Vice President shall assist the President and chair committees as assigned.

Secretary

The Secretary shall maintain meeting minutes, records, notices, and agendas.

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Vice President

The Vice President shall assist the President and chair committees as assigned.

Secretary

The Secretary shall maintain meeting minutes, records, notices, and agendas.

Treasurer

The Treasurer shall:

- Maintain accurate financial records
- Present financial reports at meetings
- Ensure timely deposits (within 5 days of receipt)
- Disburse funds only as approved
- File required state and federal reports

No two members of the same household may be authorized signers on checks.

ARTICLE VII – Meetings and Quorum Requirements

Regular Meetings

Regular general meetings shall be held on the **last Monday of each month** during the school year, unless otherwise announced or canceled due to lack of agenda items or quorum.

In situations where participation is limited or time-sensitive matters arise, the Board may conduct discussions and preliminary consensus-building via **phone, text message, or electronic communication**. Any actions requiring formal approval, including expenditures or bylaw actions, shall be **ratified by voting members at the next regular or special meeting**, or documented electronically in accordance with these bylaws.

Meetings may be canceled by consensus of the Board when no actionable items exist. Notice of cancellation shall be communicated to Voting Members.

Meetings are open to the public unless otherwise permitted by law.

ARTICLE VIII – Financial Management and Expenditures

Policies, Procedures, and Supporting Documents

The Board of Directors may adopt, amend, or repeal policies, procedures, forms, guides, and supporting documents as necessary to carry out the purposes of LLHSABC. Such documents may include, but are not limited to, coach guides, funding request forms, conflict of interest disclosures, and financial procedures.

These documents shall be adopted by Board vote and maintained as official records of LLHSABC.

Adoption or revision of such documents shall not require amendment of these bylaws unless otherwise required by law.

Program Fund Tracking

The Booster Club maintains **separate internal fund balances for each LLHS sport or program**, tracked by LLHSABC's financial records (e.g., accounting software or spreadsheets). These balances are for **tracking and reporting purposes only** and do not constitute separate bank accounts.

Once a program balance is established, the head coach is responsible for overseeing appropriate use of those funds in accordance with Booster Club policies.

Approval Process

All purchase requests must:

1. Receive **prior approval from the Athletic Director**. Athletic Director approval is required solely to ensure coordination with school athletic programs and compliance with school-related requirements and does not constitute control over Booster Club funds or operations.
2. Be submitted to the Treasurer with an invoice or quote
3. Follow procedures outlined in the LLHSABC Coaches Guide

General Fund Requests

Requests for general Booster funds must be:

- Presented at a Booster meeting (or submitted one week in advance if attendance is not possible)
- Reviewed and voted on by **voting members present, in accordance with bylaws**

Fundraising Participation

Priority consideration is given to teams that actively participate in fundraising efforts, including staffing snack shack/concessions and supporting Booster fundraising activities.

Eligible Expenses

Booster funds may be used for items that provide long-term benefit to programs, including:

- Equipment and training gear
- Program-owned warmups
- Safety equipment
- Tournament or league fees not covered by the school

Non-Covered Expenses

Booster funds shall not be used for:

- Personal items for athletes (e.g., spirit packs, apparel to keep)
- Expenses typically funded by the school or district
- Purchases made without prior approval

Special / Wildcard Requests

In rare circumstances, non-standard or time-sensitive requests may be considered on a case-by-case basis and voted on following closed discussion.

Deposits

All funds collected must be submitted to the Treasurer promptly following each event.

Loans

Loans to teams or individuals are prohibited.

ARTICLE IX – Amendments

These bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of Voting Members present at a general meeting, provided notice was given at a prior meeting.

ARTICLE X – Parliamentary Authority

Robert’s Rules of Order, Revised, shall govern LLHSABC where applicable.

ARTICLE XI – Records and Availability of Bylaws

A copy of these bylaws shall be made available to any member upon request.

ARTICLE XII – Conflict of Interest

LLHSABC shall adopt and maintain a Conflict of Interest Policy consistent with federal and California nonprofit law. Officers, Board members, and Voting Members shall disclose any actual or potential conflicts of interest and recuse themselves from discussion and voting where appropriate.

ARTICLE XIII – Interpretation and Severability

These bylaws shall be interpreted in accordance with the laws of the State of California. If any provision of these bylaws is held to be invalid or unenforceable, such determination shall not affect the remaining provisions, which shall continue in full force and effect.

Nothing in these bylaws shall be construed to create an agency, partnership, or employment relationship between LLHSABC and the Konocti Unified School District or Lower Lake High School.

Approved By Vote On: _____

President Vice President: _____

Secretary Treasurer: _____

BOARD MOTION TO ADOPT AMENDED BYLAWS

Motion:

I move that the Lower Lake High School Athletics Boosters Club adopt the revised and amended bylaws as presented, including all articles and adopted appendices, to supersede any prior versions, effective immediately upon approval.

Second: _____

Vote:

☐ Approved ☐ Not Approved

Date of Vote: _____

Record of Adoption:

The above motion was duly made, seconded, and approved by the voting members present in accordance with the bylaws of the Lower Lake High School Athletics Boosters Club.

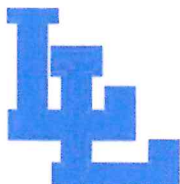
Signatures:

President

Vice President

Treasurer

Secretary



Lower Lake High School Athletics Boosters Club

P.O. Box 1178
Lower Lake, CA 95457
Tax ID#92-0966613



CONFLICT OF INTEREST DISCLOSURE FORM

All Officers, Board Members, and Voting Members shall complete this disclosure annually.

Name: _____

Position/Role: _____

Do you have any actual or potential conflict of interest related to your role with LLHSABC?

☐ No

☐ Yes (If yes, please describe): _____

I certify that the information provided above is true and complete and that I will promptly disclose any changes.

Signature: _____

Date: _____



Lower Lake High School Athletics Boosters Club

P.O. Box 1178
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Tax ID#92-0966613



Dear Coaches,

The LLHS Athletic Booster Club has recently adopted updated policies and procedures related to Booster funding, account management, and approval requirements. These updates are intended to provide clarity, ensure consistency across programs, and align with school and district expectations.

Key highlights include:

- Athletic Director approval is required prior to submitting any Booster-funded purchase request
- Booster funds support program-owned, long-term items (equipment, warmups retained by the program, etc.)
- Personal athlete items and expenses typically funded by the school or district are not covered
- Fundraising participation, including assistance with concessions/snack shack, is considered when allocating general Booster funds

Attached you will find:

- The **Coach Funding & Booster Account Guide**
- The **Booster Funding Request Form**
- The **Coach Acknowledgment of Booster Policies**

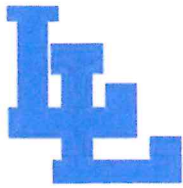
Please review these documents carefully and return the signed Coach Acknowledgment form to the Booster Club Treasurer. Funding requests will not be processed without an acknowledgment on file.

If you have questions about your team's balance, funding requests, or procedures, please contact the Booster Club Treasurer.

Thank you for your continued support of our student-athletes and our athletic programs.

Sincerely,

LLHS Athletic Booster Club



Lower Lake High School Athletics Boosters Club

P.O. Box 1178
Lower Lake, CA 95457
Tax ID#92-0966613



Dear Coaches,

Welcome to the LLHS coaching team! We appreciate your commitment to our student-athletes and look forward to working with you throughout the season. This letter is intended to outline the structure of the Athletic Booster Club, explain how team booster accounts are managed, and clarify how the Boosters can support your program financially.

LLHS Athletic Booster Club Leadership

President: Tanya Biasotti

Vice President: Miriam Garner

Secretary: Jennifer Hughes

Treasurer: Tarin Benson

Booster Club Meetings

Regular Booster Club meetings are held on the **last Monday of each month at 6:00 PM in the school library**. Coach attendance is strongly encouraged, particularly when requesting financial support from the general fund.

MANAGING YOUR TEAM BOOSTER ACCOUNT

Each LLHS sport has, or may establish, an individual booster account administered by the Booster Club. As head coach, you are responsible for overseeing your team's account once established and ensuring the proper use of funds. **Purchase requests must first be approved by the Athletic Director, then submitted to the Booster Club Treasurer for payment processing.** Please follow these procedures below for individual account information:

1. Account Balance Inquiries

If you are unsure of your available balance, please contact:

Tarin Benson

 tarin.benson@konoctiusd.org

 (707) 350-5200

2. Submitting Expenses

- If sufficient funds are available, and with the AD's approval, submit an invoice or quote to the Treasurer for payment.
- For time-sensitive expenses, payments may be made by card, with reimbursement to the Booster general fund from your team account.
- This process is often more efficient than waiting for purchase order (PO) approval.

3. Fundraising & Deposits

- Teams are responsible for replenishing their booster accounts through fundraising activities.
- All funds collected must be submitted to the Booster Club Treasurer immediately following each event, or no later than the next school day, unless otherwise approved.

4. Insufficient Funds

- If your account does not have sufficient funds, you may submit a request for support from the Booster general fund (see below).

REQUESTING GENERAL BOOSTER FUNDS

The Booster Club maintains a general fund, primarily supported through snack shack revenue, to assist teams with essential expenses. Requests for general fund support must follow these guidelines:

1. **Meeting (Attendance Required):** Coaches must attend a Booster Club meeting to present their funding request in person, along with an invoice or quote. If attendance is not possible, the request and supporting invoice or quote must be submitted via email to **Tarin Benson** no later than **one week prior** to the scheduled meeting for consideration.
2. **Fundraising Effort:** Priority consideration is given to teams that are actively participating in fundraising efforts, **including assisting with snack shack/concessions and other Booster Club fundraising activities**, to support their program.
3. **Booster Vote:** All requests are reviewed, discussed, and voted on by the **voting members present, in accordance with Booster Club bylaws**. Coaches will be notified of the decision the same evening.
4. **Advance Planning:** If funding is anticipated for the upcoming season, requests should be made at the final Booster meeting before summer break (**no meetings are held in July**).

Eligible Expenses Covered by the Booster Club

The Booster Club is committed to supporting expenses that provide **long-term benefit to athletic programs** and remain with the team or school for continued use. Examples of eligible expenses include, but are not limited to:

- Team equipment and training gear
- Uniforms or warm-ups retained by the program
- Safety equipment
- Program-owned technology or instructional tools
- Tournament or league fees (when not covered by the school)
- Replacement or upgrade of existing team equipment

All purchases must receive **prior approval from the Athletic Director** and follow Booster Club procedures.

Expenses Not Covered by the Booster Club

To ensure equitable use of funds and compliance with school and district guidelines, the Booster Club does **not** cover:

- Items intended for **individual athletes to keep personally** (e.g., spirit packs, personal apparel, backpacks, shoes, or accessories)
- Expenses that are the **responsibility of the school or district** (e.g., basic uniforms, required instructional equipment, or operational costs typically funded through school budgets)
- Gifts, awards, or incentives of personal value
- Expenses incurred without prior approval

Special Considerations ("Wildcard" Requests)

In rare or time-sensitive circumstances not covered above, a funding request may be considered on a case-by-case basis. These requests will be discussed by voting members in a closed discussion and decided through a formal vote in accordance with Booster Club Bylaws. Approval of such requests is not guaranteed and is evaluated based on available funds and overall program impact.

SUPPORTING THE BOOSTER CLUB

The LLHS Athletic Booster Club exists to enhance the student-athlete experience by supporting all athletic programs equitably. The primary source of revenue for the general fund is the snack shack during home sporting events. Because we support multiple programs, funds must be managed strategically to ensure long-term sustainability.

Coach participation in fundraising efforts and cooperation with Booster procedures directly impact our ability to support your team and all LLHS athletic programs.

If you have questions, need to check your account balance, or need to submit an invoice, please contact:

Tarin Benson

 tarin.benson@konoctiusd.org

 (707) 350-5200

We appreciate your dedication to our athletes and your partnership with the Booster Club. We look forward to a successful and productive season together.

Sincerely,

LLHS Athletic Booster Club

LLHS Athletic Booster Club

General Fund Request Form

This form must be completed and submitted prior to consideration at a Booster Club meeting.

TEAM & COACH INFORMATION

Sport / Program: _____ Head Coach Name: _____

Email Address: _____ Phone Number: _____

Season / Year: _____

BOOSTER ACCOUNT STATUS

☐ Our team currently has an established Booster account

☐ Our team does not currently have a Booster account

Current Team Account Balance (if known):

\$ _____

FUNDING REQUEST DETAILS

Description of Requested Item(s) or Expense(s) (Please be specific; attach invoice or quote):

Total Amount Requested: \$ _____

Vendor / Company Name: _____

Is this expense time-sensitive?

☐ Yes ☐ No

Date payment is needed by (if applicable): _____

PURPOSE & JUSTIFICATION

Briefly explain how this request benefits the team/program and supports long-term use:

- ☐ This request is for equipment, uniforms/warmups retained by the program, or other long-term program assets
- ☐ This request is **not** for personal athlete items (e.g., spirit packs, apparel to keep)
- ☐ This request is **not** for an expense typically covered by the school or district

FUNDRAISING & BOOSTER SUPPORT

Please check all that apply to your team this season:

- ☐ Assisted with snack shack / concessions
- ☐ Participated in Booster Club fundraising activities
- ☐ Conducted team-specific fundraising
- ☐ Fundraising planned but not yet completed

Brief description (optional):

APPROVALS

Athletic Director Approval (Required):

- ☐ Approved ☐ Not Approved

Athletic Director: _____

Signature: _____ **Date:** _____

SUBMISSION & ACKNOWLEDGMENT

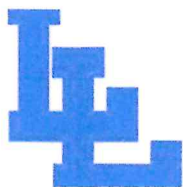
- ☐ I understand that this request must be reviewed and voted on by the **voting members present**, in accordance with Booster Club bylaws.
- ☐ I understand that submission of this form does not guarantee funding approval.
- ☐ I understand that any special or last-minute requests may be considered on a case-by-case basis and voted on after closed discussion.

Coach Signature: _____

Date Submitted: _____

Submission Instructions:

- Submit this form and all supporting documentation (invoice/quote) to **Tarin Benson**
- If unable to attend the Booster Club meeting, materials must be submitted **at least one week prior** to the scheduled meeting
- Email: **tarin.benson@konoctiusd.org**



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COACH ACKNOWLEDGMENT OF BOOSTER POLICIES

I acknowledge that I have received and reviewed the LLHS Athletic Booster Club Coach Funding Guide and related Booster policies.

I understand that:

- All Booster-funded purchases require prior approval from the Athletic Director
- Funding requests are subject to Booster Club procedures and voting by authorized members
- Booster funds are intended for program-owned, long-term use items
- Personal athlete items and school-responsibility expenses are not covered

I agree to comply with these policies and understand that failure to do so may result in denial of funding requests.

Sport/Program: _____

Coach Name: _____

Signature: _____

Date: _____