

Stillwater Agriculture Booster Club
Policies and Procedures

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Recordkeeping and Operational Accounts

Official records of the Stillwater Agriculture Booster Club shall be maintained by the Executive Committee through use of the club's Google account and associated applications, including Google Drive, Contacts and Gmail accounts.

1. Annual files shall be maintained in a designated folder labeled for the given fiscal and operational year and shall include all membership rosters, attendance records, agendas, minutes, treasurer's reports, budget, and other files relevant to the operation of the club during that year.
2. The password to the Stillwater Ag Boosters Google account and associated applications shall be updated each July and shared with all members of the Executive Committee. The password may be updated, as needed, throughout the operational year and re-shared with members of the Executive Committee.
3. Accounts with additional web-based applications, such as Signup Genius, social media platforms and Wix, will be maintained as needed for operational and communication purposes. A master list of account web addresses, usernames and passwords shall be maintained within the Google Drive of the Stillwater Agriculture Booster Club.
4. The club shall maintain a PO Box for the receipt of postal mail, and a key to said PO Box shall be maintained by the President and Treasurer of the organization throughout their terms of service.

Committee Structure

This Stillwater Agriculture Booster Club shall have standing committees to help in the conduct of the organization's affairs. The six (6) standing committees shall be: membership/nominating; finance; program and project support; student awards; auction and meal; and raffle. Each standing committee shall consist of a member of the Executive Committee and representatives of the general membership appointed by the Executive Committee and as described below. Committee members shall serve for a term of one (1) year, to coincide with the fiscal year of the organization. The primary purpose of the standing committees shall be to:

Membership/Nominating Committee - encourage every parent or guardian of a Stillwater Public Schools' student engaged in Agricultural Education, FFA and/or 4-H to be active in the organization and attend meetings. The committee shall also identify, recruit and encourage new Executive Committee members from the general membership. The committee shall be comprised of the President, the Past-President and two (2) additional voting members.

Finance Committee - develop a proposed budget to present to the Executive Committee and assist in arranging for an independent audit of the books when necessary. The Finance Committee shall also make recommendations for fundraising projects during the year. The Finance Committee shall be chaired by the Treasurer and include the Treasurer-Elect and two (2) additional voting members.

Program and Project Support Committee - reviews annual proposals for chapter/club financial support submitted to the Stillwater Agriculture Booster Club and present a recommendation for support to the Executive Committee. The program support committee shall be chaired by the Secretary and shall also be comprised of at least two (2) parents/guardians of separate Stillwater FFA Chapter members and two (2) parents/guardians of separate Stillwater 4-H club members and who are voting members of Stillwater Ag Boosters.

Student Awards Committee - make a recommendation to the Executive Committee for the

purchase of student awards for the annual Stillwater Local Livestock Show. The committee shall also make recommendations to the Executive Committee for graduating student criteria for receipt of Stillwater Agriculture Booster Club-sponsored scholarships during years when funds are budgeted to award scholarships independent of the organization's annual commitment to sponsor at least one scholarship awarded through the Stillwater FFA Scholarship Program. The student awards committee shall be chaired by the Reporter and shall also consist of at least two (2) parents/guardians of separate Stillwater FFA Chapter members and two (2) parents/guardians of separate Stillwater 4-H club members and who are voting members of Stillwater Ag Boosters.

Auction and Meal Committee - coordinate all activities related to the annual Stillwater Agriculture Boosters auction and dinner. The committee shall be chaired by the President-Elect of the organization and shall consist of four (4) member sub-committee chairs for each of the following subcommittees: the marketing and communications subcommittee, the meal subcommittee, the auction item solicitation subcommittee and the auction operations subcommittee. Subcommittee chairs shall be voting members of Stillwater Ag Boosters.

Raffle Committee - make a recommendation to the Executive Committee of items to be raffled as a fundraiser each year and coordinate group raffle ticket sales opportunities and various businesses and events during the raffle fundraising period. The raffle committee shall be chaired by the Treasurer-Elect and shall include two (2) additional voting members.

Meeting Procedures

The Stillwater Agriculture Booster Club general membership meets monthly, in-person during the academic year.

1. Meetings are usually held on the third Tuesday of the month at 7:00 p.m.
2. By constitutional policy, a notice of each meeting must be given at least three (3) days prior to the meeting. The Reporter shall provide notice at least three (3) days before each meeting through the Stillwater Ag Boosters website and social media accounts, and the President shall provide notice at least three (3) days before each meeting via an email to all members with an overview of agenda items.
3. The Executive Committee may choose to move the location of meetings of the organization and/or its constituent parts to an online or hybrid meeting format. Decisions to move meetings to an online or hybrid meeting format should be made as is practical so that the altered meeting format may be included in meeting notifications. Voting during online or hybrid meetings shall be conducted via roll call vote of all voting members in attendance.
4. As stated in the constitution, "Robert's Rules of Order-Revised" shall govern the proceedings of all Stillwater Ag Booster Club meetings, except as they are contrary to the club's constitution and bylaws.

Financial Procedures

The financial procedures outlined below have been drafted to align with the booster club sanctioning policies and financial best practices outlined by Stillwater Public Schools. As a sanctioned booster club organization through Stillwater Public Schools, the Stillwater Agriculture Booster Club will:

1. Maintain its own Tax Identification Number.
2. Understands that the club can never use the district tax ID or tax-exempt status.
3. Responsibly comply with all federal and state laws, including, but not limited to, taxation (income and sales tax) and annual filing requirements and administering funds in a

manner that is Federal Title IX compliant.

4. Understands that Stillwater Public Schools disclaims all liability for the management of the Stillwater Agriculture Booster funds, because the Stillwater Agriculture Booster Club does not have to comply with school district financial law.

Club Accounts, Receipts & Disbursements

Stillwater Agriculture Booster Club maintains bank accounts at Simmons Bank in Stillwater.

1. Approved signatures on the accounts shall include the club President, Treasurer and Treasurer-Elect, and all three designated members of the Executive Committee shall have knowledge of the account number and any account access username and/or password.
2. Account signatures shall be transitioned from the outgoing Executive Committee to the new Executive Committee by June 30 of each year.
3. At the point of transition or before, all checkbooks and/or debit cards shall be relinquished to the current President, Treasurer and Treasurer-Elect; one disbursement method shall be maintained by each signature holder throughout his/her term.
4. The Stillwater Agriculture Booster Club should obtain a bond to cover the current President, Treasurer and Treasurer-Elect, who are permitted to handle checks and deposit funds.
5. Hard copies of any and all account documents, other financial documents, as well as club financial paraphernalia, such as square devices, money bags, receipt books and other materials shall be maintained in the possession of the Treasurer and Treasurer-Elect of the organization during their terms of service and shall also be transferred to the newly elected Executive Committee members by June 30 of each year.
6. All money collected by Stillwater Agriculture Booster shall be counted by at least two club representatives, before forwarding the funds to the Treasurer, Treasurer-Elect or President for deposit. The club representatives responsible should also sign a money collection report, verifying the amount of funds forwarded for deposit.
7. All monies collected by Stillwater Agriculture Boosters should be deposited into the appropriate club bank account within 24 hours of collection. If the Treasurer is not the depositor, the Treasurer-Elect or President should provide a deposit receipt to the Treasurer following the deposit.
8. All expenses to be paid or reimbursed by the Stillwater Agriculture Booster Club shall have a documented itemized invoice or receipt.
9. Upon payment, the check number and date of payment shall be written on the receipt or invoice, and the receipt or invoice shall be scanned and saved within the club's electronic records.
10. All checks issued by the Stillwater Agriculture Booster Club should bear two signatures: the signature of either the Treasurer, Treasurer-Elect or President and the signature of one other Executive Committee member.

Budgets & Expenditures

Each spring, the Treasurer shall convene the Finance Committee, as previously described, to prepare a proposed budget for the following academic/fiscal year.

1. The proposed budget shall be presented to the Executive Committee for review, discussion and action prior to the April general membership meeting.
2. The annual budget shall include a budgeted carryover line item of \$15,000 each year to seed the coming year's activities prior to fundraising efforts and shall also include a minimum emergency fund line item of \$2,500.
3. The annual budget shall also include a listing of anticipated funds to be collected through proposed specific fundraising efforts during the coming academic/fiscal year.
4. Once approved by the Executive Committee for recommendation to the membership, the

proposed budget shall be presented to the general membership for review, discussion and action.

5. The new budget should be approved during a meeting of the general membership no later than June 30 of each year and approval recorded in the meeting minutes, signifying final membership approval of planned fundraising efforts and expenditures.
6. Once the annual organization budget has been approved by the general membership of the Stillwater Agriculture Booster Club, specific expenses listed as line items in the budget need not be re-approved individually by the club membership prior to the act of making the budgeted expenditures. However, any expenditure not specifically budgeted within the annual budget should be presented to the general membership for discussion and action.
 - a. In order to minimize confusion with vendors and ensure clarity in communication, all expenditures made on behalf of the Stillwater Ag Booster Club shall be made by a member of the Executive Committee and using the direct contact and payment information of the Stillwater Ag Boosters to the extent possible. Any committee that has made recommendations for purchases shall provide purchasing information to the Executive Committee for action in accordance with what has been approved by the general membership.
 - b. Any and all payments to teachers and/or coaches, regardless of status as an SPS employee or non-employee, shall be submitted for approval by Stillwater Public Schools at least one month in advance of the planned expenditure and payment coordinated through the school district to abide by IRS requirements.
 - c. For any sum payments for services to an official or other individual who is not a coach where the annual sum of payments to the individual exceeds \$600.00, the Stillwater Agriculture Booster Club will issue a 1099 or W-2 to that individual, to abide by IRS requirements. The Stillwater Ag Boosters shall make every effort to avoid sum payments to individuals greater than \$600.00 in a single calendar year.
 - d. The Stillwater Agriculture Booster Club understands that reimbursements are not considered a payment to an individual for services and do not require issuance of a 1099 or W-2 by the organization.
7. In the situation where a meeting of the general membership is not possible prior to the need for an unbudgeted expenditure, the Executive Committee of the Stillwater Agriculture Booster Club shall be able to authorize spending of up to \$500.00 per transaction, as needed, to purvey the activities of the organization, as stated in the approved constitution and bylaws.

Fundraising Activities

For each fundraising activity coordinated through the Stillwater Agriculture Booster Club, the Treasurer and Treasurer-Elect should:

1. Complete and submit a Fundraising Request Form (available online at <https://www.stillwaterschools.com/Staff/ItemId/948>) to receive Board approval and to avoid conflicts with other Stillwater Public Schools fund-raising events.
2. Submit all Fundraising Request Forms for the entire academic/fiscal year to SPS for approval prior to August 1 of each year.
3. Prepare and present a fundraising income/loss statement to the general membership of the Stillwater Agriculture Boosters at the conclusion of each fundraising activity for discussion, approval and recording into the club's minutes.
4. All fundraising efforts, including solicitation of any sponsorships, shall be coordinated as a function of Stillwater Ag Boosters organizational activities and fundraising efforts. No member shall solicit sponsorships or raise funds for Stillwater Ag Boosters activities or functions independent of the approved booster club fundraising activities.

Financial Reporting & Recordkeeping

The Treasurer shall prepare a report to be presented to the Executive Committee during each regular meeting of the club's leadership. The Treasurer shall also prepare a monthly report to be presented to the general membership during each meeting of the Stillwater Agriculture Boosters membership.

1. The treasurer's report shall consist of both a monthly financial statement as well as an updated accounting of the approved budget.
2. The financial statement shall include a beginning balance, an account of all expenditures made and deposits received on each club account since the previous report and meeting, and an ending balance.
3. The accounting of the approved budget shall include the amount approved for each budgeted line item presented alongside the actual amount expended to date on each line item.
4. The complete treasurer's report must be presented, discussed and reflected as approved by the general membership during each monthly Stillwater Agriculture Boosters meeting, signifying final membership approval of all receipts and expenditures.
5. At the last general membership meeting of the academic/fiscal year, the newly elected President shall appoint an internal audit committee, comprised of three voting members. The internal audit committee shall not include any members of the previous or newly elected Executive Committee nor members of the Finance Committee who developed the budget for the closing year. The appointment of the internal audit committee members shall be noted in the meeting minutes of the last membership meeting.
6. The internal audit committee should complete an audit of the club's financial records for the year ended, prior to the transfer of financial records to the next Treasurer, on or before June 30.
7. All treasurer's reports and audit reports shall be saved in the corresponding academic/fiscal year folder on the Stillwater Agriculture Booster's Google drive.

Annual Sponsor Solicitation Process

Below is the typical outline of tasks and timing necessary for securing annual sponsors for the Stillwater Agriculture Booster Club operational or fiscal year.

By June 15

- Annual sponsorship brochure and solicitation letter are updated with highlights and student enrollment numbers of the recently ended academic year.
- Sponsorship letters and brochures are mailed out and/or delivered to potential annual sponsors.

July / August

- Executive Committee follows up with potential sponsors to secure sponsorship commitments.
- Sponsors recognized through website and social media in accordance with their sponsorship level(s).
- Thank you notes sent to confirmed sponsors.

By September 1

- Invoices distributed by Treasurer to confirmed sponsors for sponsorship collection.

Community Organization Partnerships

The Stillwater Agriculture Booster Club appreciates its collaborative relationships with other important community organizations that support Stillwater's youth involved in agriculture. As

such, the Stillwater Agriculture Boosters partners with these organizations as described below:

Stillwater Sirloin Club. The Stillwater Agriculture Booster Club annually provides \$1,500 to the Stillwater Sirloin Club to support the Sirloin Club's efforts to raise funds for the purchase of animals belonging to Stillwater 4-H and FFA students during the premium sale of the Payne County Spring Livestock Show. The Stillwater Sirloin Club is committed to helping each Stillwater student who makes the premium sale earn \$1,000 for their project animal.

Payne County Livestock Show Committee. In accordance with the understanding across all Payne County communities and booster clubs, the Stillwater Agriculture Boosters annually pays a stipend in an amount ranging from \$300-\$400 to the Payne County Livestock Show Committee to assist with funding the spring Payne County Livestock Show and premium sale.

Stillwater FFA Alumni and Supporters Chapter. The Stillwater Agriculture Booster Club annually provides a minimum of \$1,000 to support the Stillwater FFA State Degree Scholarship for graduating seniors, which will be administered through Stillwater FFA Alumni and Supporters beginning in 2021-2022. As Stillwater FFA Alumni and Supporters assume the responsibility for securing the funds to support scholarships for Stillwater FFA's graduating seniors, the Stillwater Agriculture Boosters Executive Committee will collaborate with the Executive Committee of Stillwater FFA Alumni and Supporters to ensure that area businesses and other entities are not over-solicited and that communication is clear in attempts to secure their best support of Stillwater FFA and 4-H students.

Dinner & Auction Planning Timeline & Responsibilities

Below is the general outline of tasks and timing necessary for planning the annual Stillwater Agriculture Booster Club Dinner and Auction, held each year in late January/early February (preferred date - between February 1 and February 15).

By September 1

- Executive Committee reviews and updates contact list of past/potential auction item donors.
- Executive Committee reviews and updates contact list of past/potential major buyers (buyers over \$100 and local show award buyers).
- Executive Committee appoints committee chairs for Marketing & Communications Committee, Meal Committee, Auction Item Solicitation Committee and Auction Operations Committee with the leadership of the President-Elect, who leads the auction and meal planning process.
- Committee chairs begin soliciting volunteers for their committees.

By October 1

- Meet with committees to develop recommendations and make critical decisions about auction format (online, live, or hybrid), meal (menu & needs) & marketing/communications (resources needed or to use, design needs, etc.).
- Have Auction Item Solicitation Committee review and add to the list of potential auction item donors and develop a plan for solicitation of items.

By November 1

- Have Meal Committee identify possibilities for in-kind donations for meal items and coordinate with Auction Item Solicitation Committee on donors to not double-solicit.
- Begin soliciting in-kind donations for meal and auction items.
- Identify possible donors for publicity (i.e., printing donors, etc.) and arrange spots

through Stillwater Radio.

By November 15

- Have postcard invitation for VIP guests/major buyers, e-vite graphic (JPG file), poster/flyer and tickets designed.
- Compile invitation list with addresses of VIP guests/buyers and email addresses of previous buyers

By December 1

- Get invitations and posters/flyers printed.
- Send out notification to all members, parents, 4-H leaders and ag teachers about involvement requests for 4-H and FFA members. 4-H & FFA members are asked to provide a handmade/homemade item valued at \$25 or more OR to provide 25 servings of a dessert.
- Have Auction Operations Committee develop a no-cost/low-cost plan for venue setup and decorations.
- Solicit members of Stillwater 4-H and FFA for invocation, student comments and talent during meal.

By December 15

- Distribute both electronic and print marketing pieces through appropriate channels. Have the marketing and communications committee share their complete communications plan with the general membership at the December membership meeting.
- Send email event invitation/save-the-date to all previous year's buyers and to all parents.
- Hang flyers/posters at area businesses.
- Mail or hand-deliver invitations and tickets to VIP guests/major buyers (to legislators, school administrators, school board, Oklahoma Agricultural Education administrators, OSU administrators and extension educators).
- Send e-vite graphic to ag teachers, 4-H leaders & Booster Club members for forwarding to members/parents (may be used on social media).

By January 1

- Outline process for preparation and serving of meal, including specific volunteer responsibilities and needs (meal item prep volunteers, meat cutters, kitchen runners for restocking, beverage prep, drink refill lead, kitchen clean-up, etc.)
- Outline process for operating the auction, including specific volunteer responsibilities and needs (i.e., decorating, door greeters, ticket takers/checkers, clean-up, assistance with clerking, etc.).
- Create Sign-up Genius for different volunteer needs on the day before and day of the auction.
- Create Sign-up Genius for soliciting desserts from parents.
- Create auction item online entry form.
- Send out reminder notification of donation requests to all members, parents, 4-H leaders and ag teachers about involvement requests for 4-H and FFA members and about scheduled auction item drop-off times; include Sign-up Genius links and link to auction item entry form.
- Submit request for specific students to sign up/be assigned to assist with specific auction roles to 4-H leaders and ag teachers (drink refills, carrying out purchased items, assisting with showcasing live auction items, staffing children's play area, etc.).

By January 15

- Complete final check with each auction and meal committee to determine any final needs and work with Executive Committee to secure any necessary purchases.

By February 1

- Have all auction items collected and any online auction items entered into the selected online auction platform.
- Have plan in place for setting up and decorating venue to allow for efficient and safe auction flow.
- Create and duplicate live auction bid sheets.
- Create live auction presentation.

By March 1

- Send thank you notes to business who donated auction items and to buyers of items.
- Reserve facility for next auction. Facility access is needed Friday evening & all day on Saturday.
- Confirm auctioneer and auction platform for next auction. Pickens Auction & Real Estate is the usual auctioneer; he brings his own sound system. Club will need to provide 3-4 people to help with registration/clerking/ cashiering. SSC Online has been used for online auction.

Raffle Planning Timeline & Responsibilities

Below is the general outline of tasks and timing necessary for planning the annual Stillwater Agriculture Booster Club raffle, held each year during the fall academic semester.

By July 1

- Executive Committee appoints a Raffle Committee for the current academic/fiscal year with the leadership of the Treasurer-Elect, who chairs the Raffle Committee.
- Raffle Committee meets to determine items to be purchased or solicited for raffle fundraiser, price of raffle tickets, number of tickets to be sold and drawing date.

By August 1

- Raffle Committee meets with the Executive Committee to present proposal and discuss recommendation for purchase/solicitation of raffle items.
- Raffle Committee solicits donations of raffle items and/or Executive Committee purchases raffle items.

By August 15

- Raffle tickets are designed and printed.
- Raffle Committee works with Reporter to develop a low-cost/no-cost marketing plan for the raffle.
- Option for online purchase of raffle tickets is set up on Stillwater Ag Boosters website.

By September 1

- Local businesses and venues are contacted to schedule raffle ticket sale dates and Sign-up Genius forms are created to solicit Booster Club members for staffing each ticket sale date and location.
- Raffle tickets are distributed to Stillwater Ag Booster members for selling individually and members are recruited for local sale dates at businesses/venues.

By November 15

- Raffle drawing has been conducted and item(s) delivered to winner(s) or delivery arranged.

Local Show Awards & Planning Timeline

Below is the general outline of tasks and timing necessary for the responsibilities of the Stillwater Agriculture Booster Club in supporting the production of the annual Stillwater Local Livestock Show, hosted each year in February by the Stillwater FFA Chapter.

By August 1

- Executive Committee appoints a Student Awards Committee for the current academic/fiscal year with the leadership of the Reporter, who chairs the Student Awards Committee.
- Student Awards Committee meets and begins research and consideration of options for the local livestock show awards that fit within the approved budget of the Stillwater Ag Booster Club. Booster club expenditures on local show awards shall not exceed the amount approved by the general membership.
 - Champion showmanship – 12 qty.
 - Reserve Champion showmanship – 12 qty.
 - Species Grand Champions – 10 qty.
 - Species Reserve Champions – 10 qty.
 - Breed Champions - ~45 qty.
 - Breed Reserve Champions - ~45 qty
 - Class 1st, 2nd, & 3rd place ribbons

By September 1

- Student Awards Committee meets with the Executive Committee to present proposal and discuss recommendation for purchase of local show awards.
- Proposal for local show awards is presented to the general membership for discussion and possible action.

By November 1

- Executive Committee should have local show awards ordered so they may be on display during the annual dinner and auction. All sponsorships of local show awards shall be facilitated through the annual auction.
- Executive Committee coordinates with ag teachers for setup of backdrop and reimbursement of the FFA Chapter for any backdrop expense.

By December 1

- Executive Committee begins soliciting donations for breakfast and lunch refreshments for the local show, including but not limited to water, coffee, hot chocolate mix, sodas, donuts, chips, cheese, chili and paper products.
- Executive Committee coordinates with faculty of OSU Agricultural Communications program to secure photographers for backdrop photos in exchange for donation to the Agricultural Communicators of Tomorrow student organization.

By February 10

- All breakfast and lunch donations are confirmed and secured.
- Signs designating award sponsors are printed for use in backdrop pictures.
- Signs with local show species line up and sponsor recognition are printed for hanging throughout the barn.
- Signs recognizing refreshment donors are created for posting in the refreshment/concession area.
- Cards with award sponsor contact information are coordinated to distribute to award winners for writing of thank you notes.
- Check for stipend to judge totaling no more than \$599.00 is drafted and provided to ag teachers.
- Check for donation to ACT student organization is drafted.

Providing Financial Support to Programs & Students

Project Premiums

The Stillwater Agriculture Booster Club provides individual project premium support to students who participate in Supervised Agricultural Experiences (SAE) or agricultural projects and who meet the criteria listed below:

1. Are members of the supported student population as described in Article II, Section 1 of the Stillwater Agriculture Booster Club constitution and bylaws.
2. Have provided proof of a **minimum** of \$50 in total project expenditures during the current academic/fiscal year.
3. Have represented the Stillwater community by participating in two project-oriented presentations and/or competitions at or above the local level.
4. The student and parent or guardian have completed the hard copy or online version of the "Stillwater Agriculture Boosters Application for Premiums" (see copy of electronic form in Appendix) by the application deadline of April 30 of each year.

The total amount to be awarded to students in project premiums will be established by the budget approved by the membership, not to exceed 25% (+/- 3%) of the annual approved budget, including the annual \$1,500 donation paid to the Stillwater Sirloin Club.

1. Should available funds to meet the budget allocation not be available, the executive committee will make a recommendation of a revised budget allocation and a request for action to the general membership.
2. Allocated funds shall be distributed in equal amounts across all students who are determined to meet the criteria as outlined above, with the exception of students who have made the premium sale of the Payne County Spring Livestock Show. Because the Stillwater Ag Boosters annually provides \$1,500 to the Stillwater Sirloin Club toward the sale of Stillwater 4-H and FFA students' livestock projects that make the premium sale, students who have had a project animal make the premium sale and who meet the outlined criteria shall receive a project premium amount from the Stillwater Ag Boosters that is reduced by an amount equal to \$1,500 divided by the number of students as described in Article II, Section 1 who made the premium sale. For example, if 25 eligible students as described in Article II, Section 1 make the Payne County Spring Livestock Show premium sale, the project premium amount for which those students would be eligible from the Stillwater Ag Boosters would be \$60 less than the amount for students who did not make the premium sale ($\$1,500 / 25 \text{ students} = \60).
3. No individual student shall receive project premiums totaling more than \$599 in a single calendar year, and no student shall receive more than one project premium during a given fiscal/academic year.
4. No student receiving a project premium from an agriculture booster club affiliated with another school district booster club shall be eligible to receive a project premium from the Stillwater Agriculture Booster Club.
5. The Program and Project Support Committee shall review applications to determine student fulfillment of qualifications and shall submit recommendations for support of qualified applicants to the Executive Committee during or prior to the May meeting of the Executive Committee.

Program Financial Support after 2020-2021

The Stillwater Agriculture Boosters supports and encourages Stillwater Public Schools' students engaged in agricultural education and FFA and/or Payne County 4-H club activities by financially supporting the needs of the programs in which the students are involved. Our goal is to create more opportunities for greater involvement of students in the aforementioned programs.

Program financial support is obtained through a biannual request for proposal process, where specific proposals shall be submitted by the Stillwater Public Schools agricultural education teachers or the Payne County 4-H Extension educator on or before September 15 and February 15 of each year. Proposals shall be submitted through a "Stillwater Agriculture Boosters Program Support Proposal Form" (see form in Appendix) that includes:

1. Statement(s) of need, including objective(s) to be accomplished
 2. Description of students to be impacted, including chapter or club name, number of students to be impacted and description of students' home educational district and/or school(s).
 3. Budget, including itemized list of proposed expense(s) to accomplish objective(s). Items that may be requested in proposals include, but are not limited to: durable goods; fees for services to be contracted; funds for conferences, camps, and competition entries; and other expenses to be incurred for the benefit of the program and/or members of the program.
 4. Indication of whether or not the proposal is one for which partial funding would be acceptable.
 5. Signature(s) of the ag teacher(s) or the Payne County 4-H Extension educator
- 4-H Clubs wishing to submit proposals shall work with the Payne County Extension 4-H Educator to prepare their proposals and to submit them to the Stillwater Ag Booster Club under the signature of the Extension 4-H Educator.

The amount to be awarded to Stillwater FFA and/or 4-H clubs in program financial support will be established by the budget approved by the membership, not to exceed 20% (+/- 3%) of the annual approved budget.

1. Should available funds to meet the budget allocation not be available, the Executive Committee will make a recommendation of a revised budget allocation and a request for action to the general membership.
2. The Program and Project Support Committee will review the biannual proposals following each deadline date and will make a recommendation to the Executive Committee for funding to be awarded.
3. The Executive Committee shall vote on recommendations for proposals valued at \$500 or less. For program support proposals in excess of \$500, the Executive Committee will present the recommendation to the general membership at the October and March meetings for consideration and action.
4. As program support shall be awarded through a biannual program proposal process, the maximum sum amount awarded across all proposals following the September 15 proposal deadline or following the February 15 proposal deadline shall be half of the amount budgeted for the given fiscal/academic year.

Special requests for funding may also be submitted to the Executive Committee of the Stillwater Ag Boosters by the Stillwater Public Schools agricultural education teachers/FFA advisors or the Payne County 4-H Extension Educator at any time throughout the calendar year using the "Special Request for Funding Form" (see copy of electronic form in Appendix).

At any time during the year, voting members of the Stillwater Agriculture Booster Club may propose before a meeting of the Executive Committee or before a meeting of the general membership an expenditure in alignment with the club's purpose and/or goals using Robert's Rules of Order-Revised. The Executive Committee may vote to approve expenditures valued at \$500 or less. For proposed expenditures in excess of \$500, the Executive Committee shall present the proposed expenditure to the general membership.