

HYAA DONATIONS PROCEDURE

1. Donation proposal from LP/Commissioner/Coach/Board Member needs to be submitted/presented to the HYAA Executive Board and Office.
2. The HYAA Board will review and decide if HYAA should move forward with proposed donation.
3. A call/email/discussion will be had with the Athletic Director, currently Shane Fallon, to see if it's needed/relevant.
4. If the answer is yes a formal letter of intent, approved by the Executive Committee, the commissioners of the donating sport and Shane Fallon or current Athletic Director, will be sent to Michael Petrizzo (Director of Building and Grounds) and Dr. Robert McGarry (Superintendent of Schools) by the HYAA office.
5. The HYAA office will follow up with the BOE as to when the item will be put on the BOE agenda for approval.
6. The Tuesday prior to the HYAA monthly meeting the office should send an email checking with Shane to see if anything has come up that he'd like us to review for a possible donation and the HYAA office will relay this information to the EC and the particular sport.