Shadle Park Booster Club

REQUEST FOR FUNDS

This form must be used to request funding from the Shadle Park Booster Club. Each request will be reviewed and considered by the Shadle Park Booster Club Executive Committee Board.

Please review the funding request guidelines prior to your submission.

Date of Request:

Sport or Group Requesting:

Requestor’s Name:

Phone Number & Email Address of Requestor:

Description of Request, please include # of students who will benefit from this request:

Amount Requested, does this include taxes & shipping, if applicable:

Other Sources of Funding:

Are you aware of a sub-Account held with Boosters?

If yes, do you know your balance?

Is this for uniforms? If yes, what is the balance of your ASB account? What is your teams uniform rotation/schedule with the district?

Vendor Quotes (minimum of 3). Please attach quotes, forms, invoices, shopping cart details with request. If one Vendor, Supplier or Model fits your needs better than others please describe:

Date Needed:

Please remember that review and voting on this request will be done at the next scheduled meeting.

If needed prior to that date, please explain why a rush is needed:

Describe student and group parent contribution or intended contribution to the Booster Club activities either over the past year or moving forward: Craft Shows; Spring or Fall, Dinner & Auction, Golf Tourney, Bash on Ash, other:

Is your Sport or Group currently fundraising?

If yes, what are those funds being used towards?

If no, do you plan to start fundraising?

If your request is approved, to whom should the check be payable to and where should it be mailed?

If approved, Boosters will require pictures and/or videos for sharing on Social Media platforms and at our Fundraising events to share with our supporters. Please check for Agreement:

Once this request is completed, please email to contact@shadleparkboosters.com. Please include the Athletic Director in your correspondence to Boosters. Thank you.

***Shadle Park Boosters Mission Statement***

**To promote the rich Highlander tradition of academic and athletic excellence and**

**character-building relationships amongst students, staff, and parents.**

**Funding Request Guidelines**

**Shadle Park Booster Club**

Any Shadle Park High School sports team or club that wishes to receive funding assistance beyond that which is identified and budgeted for by the Booster Club and considered on-going, may submit a request following these guidelines:

The request must be:

1. Submitted in writing on the Booster Club Request for Funds Form to the Booster Club President, via email to contact@shadleparkboosters.com, a minimum of two weeks prior to the next scheduled meeting so that it can be added to the agenda and the Board & Voting Members can be advised prior to the meeting.
2. The form must be emailed to the Head Coach & Athletic Director to ensure strong communication at al levels and to ensure accuracy of information provided.
3. Since there may be questions or additional information needed to consider the proposal, a member of the coaching staff must be in attendance at the meeting to present and discuss the request.
4. After the presentation, the Board & Voting Members, will take a vote whether to pass the request.
5. Voting criteria for funding will be based on whether or not the request meets some or all of the following criteria:
	1. Is for the sole benefit of the Shadle Park High School students participating in athletics or an approved group.
	2. Promotes a spirit of sportsmanship, responsibility and enthusiasm among the students and supporters of Shadle Park High School and Shadle Park Booster Club.
	3. Aids and assists in the development and enhancement of Shadle Park Athletics and Shadle Park Club/Activity groups.
6. The requestor, unless a current Booster Club member, may not be present during the voting. If the requestor is a Voting Booster Member, they may not vote on the request.
7. In the event a Voting Booster member cannot attend a meeting, they will be given an opportunity to cast a vote electronically no later than 24 hours prior to the meeting.
8. In the event of an Emergency/Urgent Request for Funds is needed, the Board & Voting Members will be emailed all pertinent information and allowed to cast their vote electronically via email within a 24-hour period of the original email is sent to the Board & Voting Members.
9. A notification will be given to the requestor one way or another via email by the President and will be forwarded to the Booster Club Treasurer for disbursement instructions and invoice collection.
10. If approved and no invoice or instructions for payment are received within 3 Months of approval by the Board & Voting Members, the request will become null and void.
11. If approved, Boosters will require pictures and/or videos for sharing on Social Media platforms and at our Fundraising events to share with our supporters.

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