

**BLUE & GOLD BOOSTER CLUB
FUNDS REQUEST FORM**

DATE _____ COACH/SPONSOR _____ PHONE #'S _____

ACTIVITY/SPORT _____ TOTAL # OF PARTICIPANTS _____

REASON FOR REQUEST, EVENT, ITEMS, ETC. _____

OF STUDENTS INVOLVED? _____ DATE NEEDED BY _____

TOTAL EXPECTED EXPENSES \$ _____ REQUESTED AMOUNT \$ _____

WHAT WILL THESE FUNDS COVER? _____

OF BOOSTER CLUB MEMBERS _____ B-CLUB INVOLVEMENT _____

OTHER SOURCES OF FUNDRAISING _____

B-CLUB ACTION _____

FUNDING GUIDELINES

- Requests must be for a CHS-sponsored activity; priority will be given to WHSAA sanctioned events.
- Individual requests are limited and approval is based on the following criteria:
 1. The individual must have a District Sponsors Signature,
 2. The individual must qualify or have been exclusively chosen to compete in the event, and
 3. The individual's event must be connected to CHS, WHSAA, or a national event.
- Funds requests must be submitted in writing prior to a board meeting and presented in person to the board at the next Board meeting. Presentations should be approximately 5 minutes. Feel free to attach additional information for the Board to consider.
- If funds are not used due to injury, emergency, cancellation, or lower costs than anticipated, the un-used funds must be returned to the Booster Club.
- If Board approves "seed money" (i.e. Deposit for a fundraiser), those funds must be reimbursed to the Booster Club out of the club/team account.
- Involvement/participation in Booster Club of parents and families of those requesting funds will be a large factor in determining level of support.
- If requesting equipment, consult Activities Office before making request to ensure it's not a budget item.

STATEMENT

The Blue & Gold Booster Club Board will make fair and unbiased decisions, deciding upon each request by priority of need and benefits to the greatest number of students. Support of the Booster Club, through attendance of Club meetings and volunteering (by the parents, students and coaches/sponsors) will be a great benefit when requesting funds. The Booster Club will adhere to all the district policies according to the Student Handbook. The Boards reserves the right to refuse any request.