

### U-High Booster Club Funds Request

Please Use for Matching Gift Requests (\$500) and/or Grant Requests

Online forms completed will be emailed to Andrea Markert & Steve Evans for review. Requests meeting criteria will be forwarded to Boosters for consideration. If you want to complete a paper copy of the form, this can be dropped off in the office (attention Andrea or Steve).

**REQUESTS MUST BE IN BY THE 25<sup>th</sup> OF THE MONTH, TO BE CONSIDERED AND DISCUSSED AT THE BOOSTER MEETING THE FOLLOWING MONTH.**

Co-curricular Program	
Sponsor/Coach Name, Phone and Email	
Who's available to attend the Booster meeting to discuss request – Name, Phone and Email	
Describe the project , activity and/or items to purchase	
How many students are impacted by this request? Please describe how the students benefit and the frequency that this project/activity/item will be used.	
Please provide detailed information on the costs involved in this request. Please include the following information: <ul style="list-style-type: none"><li>• Amount requested and type of request</li><li>• Percentage of the total cost you are requesting</li><li>• Lifespan of the item(s) purchased</li><li>• Maintenance and/or storage costs</li><li>• Competitive bids and reason for choosing vendor, if appropriate</li></ul>	

Alternative forms of funding, strategies for fundraising explored or utilized			
Are students/parents involved in this co-curricular program willing to participate or volunteer at a future Boosters event or assist with a Boosters activity?			
OFFICE USE ONLY:			
Date received by Administration		Decision Date	
Administrative Decision		<input type="checkbox"/> Approved <input type="checkbox"/> Pend/Request Additional Information <input type="checkbox"/> Denied	
Additional information if pended or denied			
Administrative Signature Principal, Assistant Principal or Athletic/Activities Director			
Date received by Boosters		Date scheduled for discussion at Boosters meeting	
Boosters Decisions		<input type="checkbox"/> Approved – Matching Funds <input type="checkbox"/> Approved – Grant Funds <input type="checkbox"/> Pend/Request Additional Information <input type="checkbox"/> Denied	
Additional information if pended or denied			
Boosters Signatures (Date and two officers)			
Details of Approval <ul style="list-style-type: none"> <li>• Amount approved</li> <li>• Deadlines for usage</li> <li>• Documentation required prior to distribution</li> </ul>			
Communicated to Requestor/Sponsor/Coach			