

Mill River Union High School Athletic Booster Club

Request for Funds

1. THIS PORTION TO BE COMPLETED BY THE COACH

Date: _____ Date Funds Needed By: _____

Sports Team Requesting Funds: _____

Name of Coach: _____

Amount Requested: _____

Item Being Requested: _____

Approximate number of students to benefit from this request: _____

Coach Signature: _____

2. THIS PORTION TO BE COMPLETED BY ATHLETIC DIRECTOR

Please rank this request for the Booster Club:

Excellent - Need to Fund / **Okay** - Fund as able

Other Comments: _____

Athletic Director Signature: _____

3. THIS PORTION TO BE COMPLETED BY BOOSTER CLUB

Date Request Received: _____ Does request meet guidelines for funding? _____

Prior history of funding from the Booster Club: _____

Contingencies Prior to Funding: _____

Approve / Disapprove

Executive Committee Vote Date:

Mill River Union High School Athletic Booster Club

Guidelines for Allocation of Funds

I. Purpose and Philosophy

- a. The primary purpose of the Club is to provide support to the students participating in athletic activities at Mill River Union High School and Middle School.
- b. We believe all students, parents and community benefit from participation in athletic activities and that it is important to the success of MRUHS.
- c. Distribution and the use of funds will be determined by a majority vote of the Booster Club Executive Committee.
- d. It is the purpose of the Club to supplement funding of extra needs of athletic activities, not to replace appropriated funding in the school budget.
- e. We believe that members of all athletic programs need to assist in fund raising events during the school year.

II. Guidelines for Allocation of Funds by the Club

- a. Impact the most students possible?
- b. Are for durable, reusable goods/equipment?
- c. Are items being used by/for students?
- d. Other special circumstances will be considered

III. Procedure for Requesting and Approving Funds

- a. The Coach completes the top portion of the Request for Funds form, which outlines the purpose and amount of the request.
- b. The Coach submits the request form to the Athletic Director.
- c. The Athletic Director will review the request and make a recommendation to the Booster Club Executive Committee, by filling out the Athletic Director portion of the request form.
- d. The Athletic Director then gives the form to one of the officers of the Booster Club.
- e. The Executive Committee will review and present all requests at the next scheduled meeting.
- f. The Executive Committee will then notify the Coach as well as the Athletic Director of the Booster Club's decision.
- g. The Booster Club will issue a check to the vendor for the approved amount.