

Kamiakin Booster Club Request for Funds

Policies

All requests for funding shall be submitted with the written authorization of the coach/sponsor/department and dated two weeks in advance of need. All requests shall be submitted to a member of the Booster Club Executive Board on the Request for Funds form.

All requests for funding shall contain the following:

1. The amount of the requests
2. A description of the purpose for which the funding will be applied
3. The requesting group shall indicate other fund-raisers and how the money is spent
4. What resources or fund-raising will be used to partially pay for said request
5. Amount, purpose, and benefit of prior year funding, if any

Organization or Group Name _____

Description of need _____

Date Needed by _____

Amount of Request _____ Prior Year Funding Amount _____

Other fund-raisers and how the money is spent _____

Number of students _____

Submitted by _____

Administrative Approvals

Athletic Director _____ Date _____

Booster Approval _____ Date _____

Payable to _____ Amount Approved _____

Check Date _____

Check # _____