

# WESTON BOOSTER CLUB

## REQUEST FOR FUNDS

### 2016-2017

**Policies**

Submit all requests for funding with the written authorization of the head coach/sponsor/department dated two weeks in advance of need. Submit all requests to a Booster Club Officer on this Request for Funds form.

All requests for funding shall contain the following:

1. A description of the purpose for which the funding will be applied
2. The amount of the requests
3. Attached supporting information

ORGANIZATION OR GROUP NAME:
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ITEM DESCRIPTION	USE	QUANTITY	PRICE
Amount of Request			

Person or persons requesting funding are expected to attend the meeting of the Weston Booster Club to present their funding request in person. This will allow all questions to be answered prior to funding and will typically speed up processing of the request.

**Things to consider before you request funds:**

Has your organization or group been actively involved (attending meetings, volunteering, etc.) with the booster club before you are requesting funds?

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH COST PROSPECTIVES, PURCHASE ORDERS OR ESTIMATES TO REQUEST FORM**