



Southern Lee H.S. Athletic Booster Club Request For SLHS Booster Club Financial Support

Dear Sponsor / Representative SLHS Extracurricular Group/Activity:

Attached is the application form that you may use if you wish to request money from the Booster Club. The form reflects the guidelines of our policy for money disbursements.

Requests require the coach, activity sponsor or appointed representative to attend the Booster Club meeting where the request is presented. Please email the Booster Club at president@cavalierboosters.com or bring the completed form to the school office so the Booster Club can add your request to the agenda. Meetings are held in the Cafeteria on the 2nd Monday of every month at 7:00 p.m. Requests for funds must be submitted at least one week prior to the meeting. All requests received with less than a week notice will be reviewed at the next month's scheduled meeting.

It is the hope of the Booster Club Board of Directors that we can respond positively to each request, but please understand that not all requests will be granted. Some requests may be partially funded and some may not be funded at all. The ability of the Booster Club to support a group/activity will be based on the number of requests and dollar amount of requests the Club receives, your group's history of service in the Club's fund-raising efforts, and the Club's recent success in fund-raising efforts. Requests may be denied if they exceed the Club's financial resources for the period. Financial resources are allocated at the planning meeting, and requests will come out of an Unplanned Expense Reserve Fund set aside for unplanned activities. You will be informed of the status of your request following the meeting your request was reviewed.

We look forward to assisting you now and in the future.

Sincerely,

Vince Wenger
Southern Lee H.S. Athletic Booster Club President

Appendix B

Southern Lee High School Athletic Booster Club Request for Booster Club Support

Date: _____ Program / Group Name: _____

Requestor / Advisor's Name: _____

Number of students participating: _____ Email address: _____

Total Cost: _____ Amount Requested: _____

Date funds needed: _____

Purpose of Activity funds are being requested for _____

Have efforts been made by the requestor / group to raise their own funds? Explain. _____

How much money has the group raised? _____

How many bids have you received? _____ (Please include with request)

How has the requestor / group shown support to the Booster Club:

Recruited Business Contributions

Worked Events

Individual Contributions

Other _____

Please

Explain: _____

FOR BOOSTER CLUB USE ONLY:

Yes _____

No _____

Amount Approved \$ _____ Approval Date: _____