



Sherrard Boosters Funding Request

This form is to be completed for any funding/donation request being made. If the request is directly school related (ex. coach, sports, and field trips) it must go through the Activities Director at the High School Office. Others may submit form directly to the Booster Board. All requesters are required to attend a Booster Board meeting to present the request and to answer any questions the board may have about the request.

Date of Request _____

Group Name _____

Person Requesting _____

Phone _____

Email _____

Type of Request

- Donation of Money/Items
- Warm Ups
- Equipment
- Field Trip
- Other _____

Description of & Reason for Request

If purchasing items (ex. clothing or equipment) please compare the items and costs from two different sources. Explain comparison using vendor names, item names, and costs (attach documentation if needed)

1. _____
2. _____

Has there been or will there be any fundraising to help with these costs? ___ Yes ___ No ___ Not Allowed

Will you be able to complete the project if partial funding is approved? ___ Yes ___ No

Requester (or a member of the group/family) is a paid booster member. ___ Yes ___ No (required)

Signature of Requester:

**School Official Area – Not needed if the request is not directly school related*

Date of next rotation for uniform related requests: _____

Request Denied – Explain Denial Reason _____

Signature of Activities Director/School Official:

**Booster Official Area*

Request Approved Request Denied

Explain Approval/Denial: _____

Signature of Booster Board:

If request is school related, a copy of this form will be provided to the AD, AD secretary, requester, and unit office. The Activities Secretary needs to complete a purchase order prior to any equipment being ordered or trips being taken. The unit office will initially cover the costs and then bill the Booster Club accordingly.