



**CHS  
Booster Club  
Request for Funds  
2017-2018**

**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 Bryce Wachs or Brandon Rice 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 \_\_\_\_\_  
\_\_\_\_\_

Amount of Request \_\_\_\_\_ Prior Year Funding Amount \_\_\_\_\_

Other fund-raisers and how the money is spent \_\_\_\_\_  
\_\_\_\_\_

Number of students \_\_\_\_\_

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

**Administrative Approvals**

Athletic Director \_\_\_\_\_ Activities Director \_\_\_\_\_

Administrative Approvals \_\_\_\_\_ Date \_\_\_\_\_

Booster Approval \_\_\_\_\_ Date \_\_\_\_\_

Payable to \_\_\_\_\_ Check Date \_\_\_\_\_

Amount Approved \_\_\_\_\_ Check # \_\_\_\_\_