



## REQUEST FORM for FUNDS / SUPPORT / DONATIONS

Date of Request: \_\_\_\_\_ Deadline for response/funds: \_\_\_\_\_

Team/Group: \_\_\_\_\_ Coach \_\_\_\_\_ Email \_\_\_\_\_

Contact: \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Type of Request (assistance, sponsorship, financial, donation, other): \_\_\_\_\_

If financial, total cost of item: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Description of and Reason for Request (attach info if necessary): \_\_\_\_\_

How many KRHS students will benefit? \_\_\_\_\_ Explain? \_\_\_\_\_

Who else may benefit? \_\_\_\_\_

What efforts have been made to obtain support/funding from other sources? Status?

(team fundraising, parents, AD, community sponsors, etc.): \_\_\_\_\_

Other information for Boosters to consider? \_\_\_\_\_

If funding is approved, check should be written to: \_\_\_\_\_

**Guidelines:** The Kettle Run High School Cougar Athletic Booster Club mission is to support the school athletic program, coaches, and athletes by promoting school spirit, attendance, and sportsmanship at KRHS athletic events, encouraging strong academics for athletes, and providing supplementary financial support to athletic activities and programs.

**Requests for Cougar Athletic Booster Club support and funds must be submitted in writing to the KRHS**

**ATHLETIC DIRECTOR at least four weeks before a decision is needed.** A student, coach, teacher, or parent involved with the activity may be asked to appear at a Booster Board Meeting to discuss the request. All funding requests are subject to the availability of funds in the Cougar Athletic Booster Club account and budget and must be approved by a majority of the Cougar Athletic Booster Club Members present at the General Membership Meeting.

Requests will be evaluated on the following criteria – in any order:

- How many KRHS athletes / students will participate and benefit? How will KRHS benefit?
- Does the requesting team / group have active Booster Club members?
- Has a precedent been set to support / fund this type of activity?
- How much support / funds have been spent on this team / activity previously?
- Has a strong need been demonstrated – for safety, to overcome competitive disadvantages, etc.?
- Will a purchased item be left with the team after the season or also benefit another group or activity?
- Does this sport receive full support and funding from KRHS?
- Have multiple bids for a desired purchase been secured and submitted? If replacing an item, how old is the current item?
- Have all possible support and funding sources been researched first including team fundraising, parents, Athletic Director, community or business sponsorship, etc...?
- Other meritorious reasons?

The following requests for funding and assistance are discouraged:

- Requests that benefit individuals
- Requests that benefit non-KRHS groups or sports
- Requests to help with a team/group's debts, liabilities, or obligations
- Requests for reimbursement only after a purchase, project or event has been completed
- Requests for personal items for players/members that will not stay with the school; an exception may be, for example, team t-shirts for an undefeated season or a post-season championship award

(Req. Form 04/09) FOR KRHS CAB USE ONLY: Date rec'd by AD \_\_\_\_\_ Date voted by Boosters \_\_\_\_\_  
Denied \_\_\_\_\_ Approved \_\_\_\_\_ Check Amt. \_\_\_\_\_