



CASA GRANDE BOOSTER CLUB FUNDING REQUEST 2024-2025

DESCRIPTION OF REQUEST: _____
(Please note: We are unable to fund travel, lodging, labor, or salaries)

NAME OF PERSON REQUESTING FUNDS: _____

NAME OF SPORT/DEPARTMENT/CLUB: _____

PHONE: _____ **E-MAIL:** _____

NUMBER OF STUDENTS THAT WILL BENEFIT: _____ **DATE FUNDS ARE REQUIRED:** _____

OTHER FUNDING YOU HAVE PURSUED OR ARE CONTRIBUTING? (Fundraising, etc) _____

PLEASE ATTACH detailed invoices or estimates, as well as pictures or any other helpful information. **We do not grant funding requests if the cost information is missing.** Submit completed form to: casaboosters@gmail.com

COST OF PURCHASE	\$ _____
TAX	\$ _____
SHIPPING	\$ _____
SUBTOTAL:	\$ _____
FUNDING FROM OTHER SOURCES	(_____)
AMOUNT REQUESTED:	\$ _____

METHOD OF PAYMENT REQUESTED: Choose one (Please contact casaboosterstreasurer@gmail.com for clarification)

- Boosters to deposit funds with Petaluma City Schools in your team/department account (preferred)
- Boosters to pay vendor directly (attach specific instructions)
- Boosters to reimburse an individual (your paid receipt/invoice must be attached)

TIMING: Requests are reviewed at monthly meetings held at 7:00 p.m. in-person and via Zoom on the following dates: 2024: 8/19, 9/9, 10/14, 11/18, and 12/16; 2025: 1/13, 2/10, 3/17, 4/14, and 5/12.

Requests received in the Boosters mailbox (Casa office or email inbox) and signed/approved by the Administration the Friday before the monthly meeting date will be considered at that meeting.

APPROVAL of your request will be communicated to you via email by the Friday following the meeting date.

Approval will be **delayed** if the proposal is unclear or incomplete.

PRESENTING: though not required, we strongly suggest you present your request in person. Funded requesters are **required** to submit a Thank You Letter within 30 days of funding that is personal, specific, sincere, and no fewer than 200 words. This letter will be used in future marketing and fundraising efforts.

******* SIGNATURES ARE REQUIRED BEFORE REQUEST CAN BE REVIEWED*******

Person requesting funds: _____ Date: _____

Principal/Vice-principal: _____ Date: _____