

## 2018-19 Request Form for WHS Booster Funds

Advisor/Coach \_\_\_\_\_ Activity \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

- # of Students actively participating in this activity \_\_\_\_\_
- I would like the BC to help offset the cost of my program awards (\$7 each). Indicate # of participants above.

### STEP #1 – The Request (COMPLETED BY ADVISOR/COACH)

Please give a short explanation of what you are requesting and how it will be used. Include a short history of why this is needed. Please visit [www.whsbooster.com](http://www.whsbooster.com) under “About Us” to find our Request Guidelines. *Note that all items purchased with money from the Booster Club must remain property of Washington High School.*

<u>Submit by Date:</u>	<u>Meeting:</u>
7/30	8/6
8/3	9/10
9/24	10/1
10/29	11/5
11/26	12/3
No January Meeting	
1/28	2/4
2/25	3/4
3/25	4/1
4/29	5/6
5/27 (last request)	6/3

- Dollar Amount Requested \_\_\_\_\_

Principal's Signature (Required) \_\_\_\_\_

Please place completed form in the Booster Club mailbox. It will be reviewed at our next Executive Board Meeting.

### STEP #2 - The Decision (COMPLETED BY BOOSTER CLUB)

Date Received by Booster Club \_\_\_\_\_ Approved \_\_\_\_\_

Notes:

### STEP #3 – Payment Processing- Final Invoice must be presented to the BC by September 1, 2019

When the invoice has been paid by your TNA Account, please attach a copy of the paid invoice to this form and place both in the Booster Club mailbox; payment will be made to the TNA Account based on the paid invoice up to the amount approved.

Check # \_\_\_\_\_ Date Paid \_\_\_\_\_