



**STEVENSON ATHLETIC BOOSTER CLUB
FUND REQUEST FORM**

REQUEST FOR FUNDS PURPOSE & GUIDELINES

Sports teams requesting funding are required to have a minimum of 20% active members in good standing within the Club. Funds are intended to support the purchase of equipment and/or training supports not otherwise covered by the the District. Shipping expense and Personalized uniform pieces, practice/tournament t-shirts and the like will generally not be covered. Coaches should discuss their request with the AD before submission to ensure that the item(s) fall outside of District scope. Funds are intended to be awarded prior to purchase, and generally will not be issued for reactive requests/reimbursement unless there are extenuating circumstances. Examples of previously approved fund requests include: portable dance mirrors (dance), tumbling mats (cheer), golf balls (golf), winter parkas (girls soccer), weighted training softballs (softball), endurance training stationery bikes (wrestling), backpacks (track & field), batting cage "turtle" (baseball).

COACH/APPLICANT USE ONLY

Complete and submit this form and supporting documents to the Athletic Director.

Two competitive bids must be included with submission.

Date: _____ Coach/Applicant Name: _____

Sport: _____ Phone: _____ Email: _____

Detailed description of equipment/Items being requested: _____

Quantity: _____ Cost Estimate: _____ Total Amount Requested: _____

What is expected lifespan of this equipment/items? _____

If partial cost is approved, how will balance be funded, i.e. fundraiser, custodial acct., other?

I have attached two competitive bids:

FOR ATHLETIC DIRECTOR USE ONLY

Date of Review with Coach: _____ AD Recommendation: Yes No

By signing this form, the AD endorses the request, both in funding amount and need assessment. It is incumbent upon the AD to only recommend requests they deem necessary and appropriate. The AD will then forward the recommendation to the Athletic Booster Club Board for review and final decision. Send to: Stevensonathleticboosterclub@gmail.com.

Athletic Director Signature: _____ Date: _____

FOR BOOSTER BOARD USE ONLY

Date Received _____ Approval/Rejection and Date: _____

Approval/Rejection Notes and/or Further Action Needed:
