**FALCONS BOOSTER CLUB REQUEST FORM**

This form is used to request funding for a team. Each request will be considered by the Falcons Booster Club Board. Please review and incorporate the Funding Request Guidelines outlined below with your submission.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sport/Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested by (Coach/Staff Member): \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact/Email and Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe Item to be Funded:

What fundraising has your team / athletes performed?

What BHS Falcon Booster Club events have your team / athlete(s) volunteered their time at (circle / describe below):

Concessions Gate Describe / Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many BHS students will benefit: \_\_\_\_\_\_\_\_\_\_

How will BHS benefit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How will the item be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will the purchased item be left with the team after the season or also benefit another team or activity:

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If replacing an item, how old is the current item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost Request: (Please attach at least 2, preferably 3, quotes with enough detail to enable a comparison)

Other sources of funding:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor(s) Name, Price Quoted, Website, Telephone Number:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**FUNDING REQUEST GUIDELINES**

The Falcons Booster Club supports unfunded and/or deficits in funding requests not included in the BHS athletic budget.

Requests for Falcons Booster Club support and funds must be submitted in writing to the Athletic Director AND current Falcons Booster Club President, AT LEAST TWO WEEKS PRIOR to the next scheduled meeting, to be placed on the agenda. The Club meets the first Monday of each month, September through June.

 The individual involved with the activity may be asked to appear at a Booster Board Meeting to discuss the request. All funding requests must be approved by a majority of the Falcons Booster Club board members present at a meeting and are subject to the availability of funds in the Falcons Booster Club budget.

Requests will be evaluated on the following criteria:

* How many BHS athletes/students will participate and benefit.
* How will BHS benefit.
* Has a precedent been set to support/fund this type of activity.
* How much support/funds have been spent on this team/activity within the current or upcoming academic year.
* Has a strong need been demonstrated.
* Will the purchased item be left with the team after the season or also benefit another team or activity.
* Have multiple bids for a desired purchase been secured and submitted.
* If replacing an item, how old is the current item.

Signature of Requestor's name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Voted by Boosters: \_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_ Denied: \_\_\_\_\_\_\_\_\_

Check Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor’s e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Director – Mike Desilets: mdesilets@bownet.org