



# Ralston Booster Club

## Funds Request Form

<b>General Request for Funds</b>	
<b>Date</b>	Enter date here
<b>Activity/Program</b>	Enter activity or program name here
<b>Request</b>	Describe in detail how the funds being requested will be used.
<b>Estimated Cost</b>	Enter total funds needed here
<b>Funds Needed By</b>	Enter date funds are needed by here
<b>For Use by Booster Club</b>	
<b>Approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Signatures</b>	1.
	2.

Please submit the completed form and any supporting documentation to the RHS Athletic Director. Questions may be directed to:

President: Emily Powell, [RalstonBoosters@gmail.com](mailto:RalstonBoosters@gmail.com)

### Funds Request Guidelines:

The purpose of the Funds Request program is to provide joint funding with the individual activities, clubs, and sports teams for items not available to them through normal school budgeting. Any Ralston organization can apply for funds by completing and submitting a Booster Club Funds Request Form to the Ralston Booster Club Executive Board prior to their monthly meeting. The Ralston Booster Club meets the 2<sup>nd</sup> Wednesday of each month at 6:30 p.m. All requests for funds must be received by the 1<sup>st</sup> Wednesday of the month to be considered for that month's meeting.

Funds are available for purchase of durable items only. Items must be used for more than one year. Examples of acceptable purchases would be scoreboards, audio/video equipment, etc. The maximum donation for any request will not exceed \$500.00.

### Requirements:

- The coach or sports representative must attend the meeting to present their application to the Executive Board.
- If funds are granted, the coach is required to allow the Ralston Booster Club the opportunity to promote the donation by arranging a photo for marketing purposes.