



## FUNDING REQUEST FORM

This form must be used to request funding from the Pleasant Hill Booster Club. Each request will be reviewed and considered by the Pleasant Hill Booster Club Board. Please review the funding request guidelines prior to your submission:

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

Sport or Activity: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Request: \_\_\_\_\_  
Include # of student athletes who will benefit from this request? \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Other Sources of Funding: \_\_\_\_\_

Vendor Quotes  
(pls. attach a minimum of 3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

Describe student athlete and team parents' contribution or intended contribution to Booster Club activities either over the past year or moving forward:

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

Signature of Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

*For Pleasant Hill Booster Club Officers Use Only*

Received on: \_\_\_\_\_

Presented to club on: \_\_\_\_\_

Funded: Yes \_\_\_\_\_ No \_\_\_\_\_

Amount funded: \_\_\_\_\_

Comments:

FUNDING REQUEST GUIDELINES  
PLEASANT HILL BOOSTER CLUB  
Draft: 9/11/13

Any Pleasant Hill High sports team or organization sponsoring an activity that wishes to receive funding assistance beyond that which is identified and budgeted for by the Booster Club and considered on-going, may submit a request following these guidelines:

The request must be:

1. Submitted in writing on the Booster Club Request Form to the Booster Club President a minimum of two weeks prior to the next scheduled meeting so that it can be added to the agenda and the Board & General Membership can be advised prior to the meeting.
2. The form must be signed by the head coach and the athletic director to ensure strong communication at all levels.
3. Since there may be questions or additional information needed in order to consider the proposal, a member of the coaching staff/organization must be in attendance at the meeting to present and discuss the request.
4. After the presentation, the Board of Directors will take a vote whether to pass the request on to the general membership or not. A quorum in the affirmative will move it on to the general membership for a vote; a quorum in the negative will halt the request; a tie will automatically negate the request.
5. Voting criteria for funding will be based on whether or not the request meets some or all of the following criteria:
  - A. Is for the sole benefit of the Pleasant Hill High School students participating in athletics/activity.
  - B. Promotes a spirit of sportsmanship, responsibility and enthusiasm among the students and supporters of PHHS.
  - C. Aids and assists in the development and enhancement of the Pleasant Hill High School Athletic program.
6. The requestor, unless a current Booster Club member, may not be present during the voting.
7. In the event a Booster Club Board Member cannot attend the meeting, they will be given an opportunity to cast a vote electronically no later than 24 hours prior to the meeting.
8. If/when a funding request moves on to the general membership, a majority vote must be obtained at the meeting that the funding request is brought forward.
9. A notification will be given to the requestor one way or the other via phone or email.
10. If approved, a check will be cut after submission of an invoice.