

MOHAWK BOOSTER CLUB

FUNDING REQUEST FORM

This form must be used to request funding from the Mohawk Booster Club. Each request will be reviewed and considered by the Mohawk Booster Club Board. Please review the funding request guidelines on the back of this form prior to your submission.

Date: _____ Date Funds Needed by: _____

Requester: _____ Amount Requested: _____

Requester Phone: _____

Requester Email: _____

Activity/Team/Class: _____

Description/Purpose (attach additional sheet if needed): _____

Describe student athlete, team, or class parents' contribution or intended contribution to Booster Club activities either over the past year or moving forward. (attach additional sheet if needed):

Other Funding Sources: _____

Vendor Quotes: 1. _____

(minimum of 3 please) 2. _____

3. _____

Requester's Signature: _____ Date: _____

For Mohawk Booster Club Officers Use Only

Received On: _____ Presented to club on: _____

Request Decision: Requested amount approved Request declined

Other Amount approved: _____

MOHAWK BOOSTER CLUB

FUNDING REQUEST PROCESS AND GUIDELINES

Any Mohawk Middle or High School sports team, organization, or class sponsoring an activity that wishes to receive funding assistance beyond that which is identified and budgeted for by the Booster Club and considered ongoing may submit a request following these guidelines:

The request must be:

- 1 Submitted in writing on the Booster Club Funding Request Form to a Booster Club Officer a minimum of 30 days prior to the next scheduled meeting so that it can be added to the agenda and the Board and General Membership can be advised prior to the meeting. Meetings are generally the 1st week of each month.
- 2 The form must be signed by the requester.
- 3 proposal, the requester 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 Mohawk Middle or High School students.
 - B. Promotes a spirit of sportsmanship, responsibility and enthusiasm among the students and supports students
 - C. Aids and assists in the development and enhancement of the Mohawk Middle or High School program, club or class (not for funding field trips).
- 6 The requester, 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 requester of the decision via phone or email
- 10 If approved, a check will be cut by day 10 after submission of an invoice.