



# APPLICATION FOR BOOSTER CLUB SUPPORT

To: NWHS Booster Club

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

Through: \_\_\_\_\_ INITIALS of AD or VP \_\_\_\_\_

(Athletic Groups must go through Athletic Director. **Please obtain initials of AD**)

(School Clubs must come through Principal via Vice Principal. **Please obtain initials of VP**)

Name of Group/Club: \_\_\_\_\_

Group/Club Sponsor: \_\_\_\_\_

Number of Students Participating in Group/Club: \_\_\_\_\_

Funds are being requested for: \_\_\_\_\_

(Include any supporting documentation. Examples of approved expenditures are equipment, registration fees, and repairs. Examples of unapproved expenditures are travel expenses like hotel rooms and transportation. )

Date funds needed by: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Have efforts been made by the Group/Club to raise their own funds? Explain. (If more space is needed, use back of this form.)

How much money towards this request has the Group/Club raised? \_\_\_\_\_

Has your Group/Club shown support for the Booster Club by volunteering to work at an event or through membership in the organization? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: (If more space is needed, use back of this form.)

Name and Phone Number of Contact Person for Group/Club (parent, student, staff)

**NAME**

**PHONE**

**Requests for Funds are accepted for review during the following months:**

**September**

**November**

**February**

**April**

**June**

**Note:**

o Requests are encouraged **BEFORE** your group/club expends needed funds, as opposed to after-purchase reimbursements.

o For applications of \$250 or more, the contact person, sponsor, or other representative is requested to attend the booster club meeting when application is reviewed, to provide any additional information that might be helpful.

o Recipients of booster club funds must provide a copied receipt of approved expenditures no later than 30 days after approval date.

## **Northwest High School Booster Club**

13501 Richter Farm Road  
Germantown, Md. 20874

October, 2006

Dear Sponsor of a NWHS Extracurricular Activity:

Attached is the application form that you may use if you wish to request money from the Booster Club. The form reflects the guidelines of our policy for money disbursements. Please note that requests must come through the appropriate school official.

Requests of \$250 or more require that you or a representative of your group attend the Booster Club meeting. Meetings are held in the Media Center on the 4<sup>th</sup> Monday of every month at 7:00 p.m. Requests for funds, however, are accepted for review in the months of September, November, February, April, and June. Applications are due at least one week prior to a meeting. If you should need to attend, please contact me so I may include you in our agenda. My phone number is **301-330-1138**, email is **mollyburke@starpower.net**.

With our recent successes in fund-raising efforts, it is our hope that this trend will continue and that funds will be available. It is also the hope of the Booster Club Board of Directors that we can respond positively to each request, at least in part. The ability of our club to support your group will be based on the number and dollar amount of requests we receive; ***and your group/club history of service in our fund-raising efforts***. If requests exceed our financial resources for the month, we will reconsider your request at the next scheduled ***review*** meeting. You will be informed of the status of your request following the most recent meeting.

We look forward to assisting you now and in the future.

Sincerely,

Molly M. Burke  
Parent-at-Large  
NWHS Booster Club

***Volunteers in support of extracurricular activities***