

LA FOLLETTE BOOSTER CLUB REQUEST FORM

Any La Follette High School (LHS) affiliated club or organization may request Booster Club funds for a specified purchase to benefit LHS students and the school. The LHS Booster Club and Board approves all requests by majority vote. There is no fee for LHS Booster Club membership. All LHS parents/guardians, students and staff are considered voting members.

Minimum Requirements:

1. Completion of the request form. This includes a minimum of two competing bids from two individual vendors of the item of interest.
2. Presentation of completed form for approval and signature by:
 - A) LHS Principal for clubs/groups not affiliated with athletic teamsOr
 - B) LHS Athletic Director for LHS athletic teams and sports related requests
3. Return the **Approved** Booster Club Request Form to the Booster Club mailbox or to the Booster Club President at **LEAST ONE WEEK PRIOR TO YOUR CHOSEN REQUEST NIGHT.**
4. Requestor must attend chosen request night meeting. Requestor will present and answer questions in regard to their request to those members present at the meeting.

Other Considerations:

- Granted requests should be used for the stated purpose and finalized by the end of the school year, unless other arrangements have been made with the Booster Club.
- Keep presentation to 10 minutes or less.
- Give back. All requestors and groups benefiting from request award are expected to sign up for concession volunteer service via Sign-Up Genius.
- Please note: If any of the above requirements are not met, your request will likely be denied until all requirements are satisfied as outlined.

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Please submit this portion of the form with your completed request.

Attach additional information as needed.

Date: _____

Dept./Sport/Club: _____

Contact(s) (include title, phone, email address):

Item(s) Requested:

Bid #1: (Include Vendor Name, Address, Phone, Shipping Charges, Etc.)

Bid #2: (Include Vendor Name, Address, Phone, Shipping Charges, Etc.)

Funding Plan: (What other resources or fundraising efforts will support this project?)

SIGNATURE OF SUPERVISOR: (PRINCIPAL OR ATHLETIC DIRECTOR)

I have considered and approved this request for funding from the LHS Booster Club. Other potential sources of funding are not available or have been ruled out by the requester and/or myself.

SIGNATURE: _____ **DATE:** _____