

**Athletic Director Signature, if required, see reverse\*\***

Place completed Funding Request Forms in the Booster Club Mail Box or deliver to FHS Main Office.

\_\_\_\_\_  
Date                      Athletic Team / Activity / Club                      Coach / Advisor / Parent Rep

Request For: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Players or Members: \_\_\_\_\_

Number of Student Managers: \_\_\_\_\_

Number of Coaches or Advisors: \_\_\_\_\_

Total: \_\_\_\_\_



If approved, Booster Club's check should be made out to: \_\_\_\_\_

PLACE check in Sport / Club Mail Box at FHS \_\_\_\_\_ or MAIL to the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and Telephone Number of Sport / Club / Activity Contact: \_\_\_\_\_

Date funds are needed: \_\_\_\_\_

Date Presented to Booster Club Board: \_\_\_\_\_

Action taken by Booster Club Board: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please read reverse side.

*Revised 2006*



**FARMINGTON HIGH SCHOOL BOOSTER CLUB**  
**FUNDING REQUEST FORM, POLICIES AND PROCEDURES**

\*\*REQUESTS OTHER THAN BANQUET REIMBURSEMENTS MUST HAVE THE ATHLETIC DIRECTOR'S SIGNATURE PRIOR TO PRESENTING TO BOOSTER CLUB.

BOOSTER CLUB MEETS THE FIRST MONDAY OF EACH MONTH AT 7:00 P.M. IN THE TEACHER'S LUNCH ROOM. (WITH THE EXCEPTION OF JULY AND AUGUST)

**GENERAL:**

- ◆ No funds will automatically be provided by the Booster Club.
- ◆ Each team, club or activity must submit this funding request for consideration.
- ◆ Requests are to be submitted prior to but no later than ninety days after the purchase or commitment of projects or materials.
- ◆ Submit signed request form. (see above\*\*).
- ◆ Requests for costly expenditures or special projects should be presented in person.

Place completed requests in the Booster Club Mail Box in the Main Office, before the first Monday of the month when the Booster Club holds its scheduled meeting.

**APPROVAL PROCESS:**

- ◆ Requests will be reviewed at the scheduled monthly meeting.
- ◆ Teams, Clubs or Activity Groups will be notified by the Booster Club, regarding action taken on their request, within seven days of the meeting.
- ◆ Checks will be written and delivered, regular or school mail, as directed on the completed form.

**SOFT GOODS:**

- ◆ The Booster Club will not pay for the purchase of soft goods for any Team, Club or Activity. Soft Goods are defined as uniforms, clothing, or consumable equipment such as bats, balls, etc. These requests should be directed to the building Athletic Director.

**AWARD RECOMMENDATIONS:**

- ◆ Varsity letters and Freshman / JV Certificates are provided by Farmington High School.
- ◆ Booster Club provides Varsity certificates for each year and gold bars for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year.
- ◆ Booster Club provides 3<sup>rd</sup> and 4<sup>th</sup> year varsity plaques.

**BANQUETS:**

- ◆ Coach, Advisor, or Parent Representative must submit this request for their annual recognition banquet. They will receive \$4.50 per Farmington High School player, student manager and coaching staff. Banquet requests need no signature from the Athletic Director.

**OTHER REQUESTS NOT MENTIONED ABOVE, SUCH AS FUNDING FOR A SPECIFIC PROGRAM, EVENT, OR OTHER TEAM NEEDS, WILL BE CONSIDERED ON AN INDIVIDUAL BASIS.**

**Please read and complete reverse side.**

*Revised 2006*