



# LIVE OAK BOOSTER CLUB

## Funding Request Form

**This form must be used by Coaches and/or Team/Club Representatives to request funding for their Team/Club.**

*\*\*NOTE: The L.O.H.S. Booster Club has been a proud sponsor of our student community for many years. We have started a new policy in which you need to give a written request for any item, piece of equipment, league or tournament fee(s), food or anything else you would like from the Booster Club. The request form is provided below. Typically, we meet on the third Wednesday of every month, but it can vary at times. If you have any questions do not hesitate to contact us. We look forward to working alongside each Team & Club towards enriching the LOHS student community. – **BOOSTER CLUB***

**\*\*Please review the funding request guidelines below prior to your submission\*\***

**Date of Request:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

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

**Requesting Coach or Team/Club Rep's Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Total Amount Requested:** (include shipping costs) \_\_\_\_\_

**Other Sources of Funding & Team/Club Contribution:** \_\_\_\_\_

**Boosters is a secondary funding option, have you requested funding from ASB? YES or NO**

**Explain:** \_\_\_\_\_

**Description of Request and Use:**

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

**Vendor Quotes Name & Price quoted:**(min. 3 preferred)

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

**Describe Student Athlete and Team/Club Parents' contributions or intended contribution(s) to LOHS Booster Club activities, either over the past year or moving forward:**

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

**Signature of Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### Booster Club Funding Guidelines:

- All requests must go through the Booster Club on this form which must be filled out COMPLETELY.
- Requests **exceeding \$200.00 in value:** Team/Club Rep(s) to attend a booster club meeting for in-person request, providing any clarification needed by Booster's Club members.
- Request forms can be submitted by e-mail to [LOHSBoosterClub@gmail.com](mailto:LOHSBoosterClub@gmail.com) , placed in the Booster Club mail slot, website, or turned in at the next Booster Club meeting.
- A copy of your bill, invoice, quote, or proposal would also be appreciated but not required.

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### Booster Club Funding Procedure & Process:

The Request Form and other documents submitted will be reviewed by the Board of the LOHS Booster Club and then presented to the club's members. Your ability to receive funds from the Booster Club is not guaranteed and will be based on several factors, including but not limited to 1) The amount of funds available, 2) Your team's or club's support and participation in our fundraisers, and 3) Other projects taking precedence at the Booster Club's Board's discretion.

*"Investing in Our Youth to Build a Stronger Foundation Within Our Community."*