

COUSINO BOOSTER FUNDING REQUEST FORM

This portion completed by Coach/Advisor

Date: _____ Amount requested: \$ _____

Sport/Club requesting: _____

Contact Name: _____ email: _____

phone: _____

Coach/Advisor: _____ email: _____

Parent Liaison: _____ email/phone: _____

Item/funding request summary:

Have you done any fundraisers? Plans for fundraising this season? Please summarize these plans including amount of funds raised to supplement this request and/or help with other costs this season; attach another sheet if necessary.

In what way do you currently support OR plan on supporting the Booster Club's fundraising efforts/events? (Concessions, senior essays, homecoming, membership)

Please attach a roster of the students involved in this sport/club and the parent names with the times that they assisted at Booster Club activities.

Please attach 3 quotes for purchase of equipment

PORTION TO BE COMPLETED BY ATHLETIC DIRECTOR:

Please rank this request for the Booster Club:

EXCELLENT- need to fund

OKAY- fund as available

This/These item(s)/activity are appropriate for the enhancement/maintenance of the program and benefits Cousino High School? YES _____ NO _____

Comments:

Athletic Director Signature: _____

PORTION TO BE COMPLETED BY ADMINISTRATION:

This/These item(s)/activity are appropriate for the enhancement/maintenance of the program and benefits Cousino High School? YES ____ NO _____

The fundraising activities listed above were/are approved YES _____ NO _____

Comments:

Signature of Administrator: _____

General Expectations for all Teams/Clubs/Organizations Making Funding Requests

1. **Parent Liaison** name is required from your Team/Club/Organization who will be responsible for establishing a method of communication between parents/guardians and members of the Booster Club.
 - a. This position is to facilitate communication of upcoming fundraising events and, if applicable, assist with communicating staffing needs of concessions.
 - b. This liaison will attend Booster meetings. If they cannot attend a meeting, they will assign someone to attend in their absence.
 - c. Bring forward any funding requests from your group and answer any questions about that fund request.
2. **It is a requirement that at least 40% of your parents/guardians have a current annual membership with the Cousino Booster Club.**
3. Funding requests require active, yearly participation in Booster Club events. These events include:
 - a. Staffing concessions at home games
 - b. Volunteering at other Booster Club events (Homecoming, senior essay, registration, etc.)
4. Team/organization has not previously requested funds during the same school year. Yearly requests are highly discouraged. In unusual circumstances, we will look at requests on a case by case basis.
5. Fill out Funding Request Form and submit to AD/Band Director/Academic Organization Director prior to Administration for signatures. It will be placed on that month's agenda for discussion. Unless all criteria has been met prior to the initial meeting, the vote on the request will take place the following month, under "old business", when it will be revisited and voted upon by Membership. If all criteria has been satisfied, then the vote will occur at the initial meeting.
6. A coach, teacher, student/athlete or parent involved in the activity seeking funding is expected to attend the meeting to address the funding request and be able to answer questions pertaining to the request. Approval of funding comes from majority vote of Club membership in attendance at the meeting.

7. Fund requests are not to be carried over. If a request is made during the year, but not collected, it will not be held for future use.
8. Booster meetings are the 3rd Tuesday of each month at 7 PM in the Media Center. Please check Booster website for actual dates.

Disfavored Requests: the following requests for funding assistance are discouraged and, unless considered an unusual circumstance, will generally be denied:

1. Requests for travel and/or participation in activities outside the school season (camps).
2. Out-of-state or international travel that primarily benefits individuals, without providing or promoting meaningful benefits for the Cousino school community.
3. Commercially sponsored trips that are non-school and out-of-district initiated.
4. Requests for team uniforms, team dinners, end of season team banquets.

OUR MISSION IS TO SUPPORT ALL ATHLETICS/ORGANIZATIONS/CLUBS AT COUSINO HIGH SCHOOL!! WE WANT TO WORK WITH YOU..... IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT COUSINOBOOSTERS@GMAIL.COM.

