

SHEPHERD HILL BOOSTER CLUB - REQUEST FOR FUNDS FORM

The SH Booster Club by-laws state the purpose of the SH Booster Club “ is the unification of its members striving to cultivate mutual friendship toward a goal of helping any and/or all school related departments of functions upon request, when approved by the school designee and properly voted upon by the membership.”

NOTE: All requests must be submitted to Lynn Spahl in the Main Office. Appropriate signatures and supporting documentation are required for ALL requests. Requests are reviewed during regularly scheduled monthly meetings and requesters are encouraged to attend the monthly meeting to allow the membership to address inquiries/questions before any motions are made about the request. The SH Booster Club meets the 2nd Tuesday of each month in the SH Teacher’s Lounge.

Consideration is given for all requests based on need and funding availability at that time. Responses will be provided within 48 hours of the Request Discussion/Review date.

ANY AMOUNT \$200 or UNDER:

Item/Event/Request Details:	
Cost:	QUANTITY:
Please attach supplemental documentation depicting details, explanation and/or itemization associated with the request.	
Date Needed:	
Requested By(Circle): Coach - Advisor - Teacher - Dept. Head - Other: _____	
Requester Name (Print):	
Requester Email:	
Requester Signature:	
Signature of Dept. Head/Head Coach/Adviser (if different than requestor):	

ANY AMOUNT OVER \$200 ALSO REQUIRE:

Signature of School Principal:

*****FOR SH BOOSTER CLUB COMPLETION ONLY*****

Request Discussion/Review Date: _____
_____ Motion Declined/Deferred _____
_____ Motion Approved - Amount Approved: _\$ _____
Check #: _____ Payable To: _____