

Northwest High School Booster Club

13501 Richter Farm Road
Germantown, Md. 20874

November, 2011

Dear Sponsor of a NWHHS Extracurricular Activity:

Attached is the application form that you may use if you wish to request money from the Booster Club. The form reflects the guidelines of our policy for money disbursements. Please note that requests must come through the appropriate school official.

Requests of \$250 or more require that you or a representative of your group attend the Booster Club meeting. Meetings are held in the Media Center on the 4th Monday of every month at 7:00 p.m. Requests for funds, however, are accepted for review in the months of November, February, and April. Applications are due at least one week prior to a meeting. If you should need to attend, please contact me so I may include you in our agenda. My email is parentatlarge@nwhsboosters.org. Please note that under certain circumstances, the boosters may review requests for funds in an off month. Please feel free to contact me if you need this special consideration.

With our recent successes in fund-raising efforts, it is our hope that this trend will continue and that funds will be available. It is also the hope of the Booster Club Board of Directors that we can respond positively to each request, at least in part. The ability of our club to support your group will be based on the number and dollar amount of requests we receive; ***and your group/club history of service in our fund-raising efforts***. If requests exceed our financial resources for the month, we will reconsider your request at the next scheduled ***review*** meeting. You will be informed of the status of your request following the most recent meeting.

We look forward to assisting you now and in the future.

Sincerely,

Suzi Cusack
Parent-at-Large
NWHHS Booster Club

Volunteers in support of extracurricular activities



APPLICATION FOR BOOSTER CLUB SUPPORT

To: NWHS Booster Club

Date: _____

Through: _____ INITIALS of AD or VP _____

(Athletic Groups must go through Athletic Director. **Please obtain initials from Mr. Tapley.**)

(School Clubs must come through Principal via Vice Principal. **Please obtain initials from Mr. Britton.**)

Name of Group/Club: _____

Group/Club Sponsor: _____

Number of Students Participating in Group/Club: _____

Funds are being requested for: _____

(Include any supporting documentation. Examples of approved expenditures are equipment and repairs. Examples of unapproved expenditures are travel expenses like hotel rooms and transportation.)

Date funds needed by: _____ Amount Requested: \$ _____

Have efforts been made by the Group/Club to raise their own funds? Explain. (If more space is needed, use back of this form.)

How much money towards this request has the Group/Club raised? _____

Has your Group/Club shown support for the Booster Club by volunteering to work at an event or through membership in the organization? Yes _____ No _____ Explain: (If more space is needed, use back of this form.)

Name and Phone Number of Contact Person for Group/Club (parent, student, staff)

NAME	PHONE

Requests for Funds are accepted for review during the following months:

November

February

April

Note:

- ❖ **Requests are encouraged BEFORE your group/club expends needed funds, as opposed to after-purchase reimbursements.**
- ❖ **For applications of \$250 or more, the contact person, sponsor, or other representative is requested to attend the booster club meeting when application is reviewed, to provide any additional information that might be helpful.**
- ❖ **Recipients of booster club funds must provide a copied receipt of approved expenditures no later than 30 days after approval date.**