

Northwest High School Booster Club

13501 Richter Farm Rd.

Germantown, MD 20874

School Year 2018-2019

The Booster Club's goal is to support ALL extracurricular activities at NWHHS.

Thanks for sponsoring an extracurricular activity at Northwest. Our students are fortunate to be surrounded by educators willing to go that extra mile to enhance their high school experience. Your time and effort are greatly appreciated.

We know activities cost money, and we'd like to encourage all of you to work with the students in your clubs to identify ways the NWHHS Booster club can help. Attached is the Fund Request for the Booster Club. The form reflects the guidelines of our policy for disbursements.

Requests must come through the appropriate school official and meet the various deadlines set during the school year. Requests of \$250 or more require that you or a representative of your group attend the Booster Club meeting. If the amount is less than \$250, we'd still love for you to attend, although it's not required. If you plan to attend, please contact me at bradyjanis@yahoo.com to be included in the agenda. We encourage **students** to attend and present their request if possible. It's a great learning experience for them and gives the Booster members a chance to hear first hand how the club impacts students.

Our 2018-2019 Funds Disbursement Review meetings will be held on November 19, February 11, and April 29. These meetings are designated for the review of fund requests. Applications must be submitted for administration review prior to being submitted to the Booster club, and we have to receive them from administration at least one week prior to the disbursement meetings. So, please plan ahead to give school administration ample time to review each request before passing it along to us.

We'd like to continue *funding 100% of the organizations that submit eligible requests*. However, if requests exceed our financial resources, applications are incomplete, or not in keeping with our guidelines, we may ask for clarification and reconsider your request at future Funds Disbursement Review meetings.

Once a decision is made, you'll be informed as soon as possible.

Sincerely,
Janis Brady
NWHHS Booster Club

The Northwest High School Booster Club is a volunteer group that supports all student extracurricular activities, ranging from athletics to academics to the arts.



REQUEST FOR BOOSTER CLUB FUNDS

Date: _____

Examples of eligible expenditures are equipment, repairs, and entrance fees.

Fund requests must come via Assistant Principal for Activities.

Ms. Adamson _____ **approved**

_____ **not approved**

Examples of ineligible expenditures are travel expenses such as hotel rooms, transportation, gas and food while attending event, as well as club shirts.

Name of Group/Club: _____

Group/Club Sponsor: _____

Best Contact circle one PARENT STUDENT STAFF

Name _____ Email _____

Approximate Number of Students Participating in Group/Club: _____

Funds are being requested for: _____

- Please **attach** supporting documentation. Examples might include, copies of online shopping cart, repair estimates, entry information.
- Please document any independent fundraising efforts and **attach** to this application.

Date funds needed by: _____

Amount Requested: \$ _____

Check to be made out to: _____

- Requests for Funds are voted on during November, February, and April disbursement meetings.
- Requests are encouraged **BEFORE** your group/club expends needed funds.
- Requests of \$250 or more must be presented in person by a club representative. We encourage students to be a part of the presentation.
- Recipients of Booster Club funds must provide a receipt of approved expenditures no later than 30 days after approval notification date.

BOOSTER CLUB _____ **APPROVES**

_____ **DENIES**

Date: _____

Notes: