



St. Charles North Central Boosters Funding Request Guidelines

1. All St. Charles North Booster Clubs and Organizations having an affiliation with the St. Charles North Central Boosters will be eligible to request funds from the St. Charles North Central Booster Club. The funding request applications can be submitted three times per year according to the following deadlines:
 - a. September 1st
 - b. December 1st
 - c. March 1st
2. All requests must be submitted to the Budget and Planning Committee Chairperson of the Central Boosters using the official "St. Charles North Central Boosters Funding Request Form".
3. Following each of the submission deadlines, the Budget and Planning Committee Chairperson will hold a meeting with sub-committee members to evaluate and decide which of the funding requests will go up for voting at the next monthly Central Booster meeting for possible funding.
4. Prior to the respective October, January, and April Central Booster meetings, the Budget and Planning Committee Chairperson will do the following:
 - a. Notify the Central Booster President of the need for an item on the Central Boosters Meeting Agenda.
 - b. Email all Central Booster Club representatives the selected funding requests for their review and consideration for voting on before the respective monthly Central Booster meeting.
 - c. Notify the Primary Contact identified on the funding request forms that were selected for consideration of the Central Booster Meeting Date and time where their funding proposal will be voted on. It is suggested that the primary contact come to the Central Booster Meeting to answer any questions that Central Booster representatives may have regarding the funding request going up for a vote for approval.
5. At the respective October, January, and April Central Booster Meetings, the selected funding requests will be voted on by all Central Booster Representatives in attendance.
6. Following the respective October, January, and April Central Booster Meetings, the funding requests that were approved by a majority vote will be eligible for funding at the amount decided on at the respective Central Booster Meeting, which may not always be the entire amount being requested. The primary contact identified on the funding request form will be notified by letter from the Budget and Planning Committee as to how they should proceed in securing their purchase and being paid by the Central Booster Committee Treasurer. (See "Funding Request Approval Letter".)

7. For those funding requests which did not gain majority approval or for those funding requests which did not make the selection for Central Booster Committee voting, the primary contact will be notified of the no-go decision. The application will be kept on file for the next application deadline to be re-evaluated.
8. Selection criteria includes the following:
 - a. No requests for uniform purchases will be entertained. All uniforms must be purchased through the District 303 funded athletic budgets.
 - b. One funding request per club / organization will be entertained per school year.
 - c. Funding requests will not be considered for voting if the club / organization does not have a current budget and treasurer's report on file with the Central Booster Club.
 - d. If a funding request does not make the cut for a particular voting cycle, the application will be pushed to the next review/voting cycle only after the primary contact listed on the funding request form is contacted to determine if the request is still valid.



St. Charles North Central Boosters Funding Request Form

All St. Charles North Booster Clubs and Organizations having an affiliation with the St. Charles North Central Boosters may request funding from the St. Charles North Central Boosters. Funds are distributed three times per school year. Application deadlines are September 1st, December 1st, and March 1st. Please return this form to Central Booster Budget and Planning Committee.

1. Name of Organization(s) requesting funding: _____

2. Primary Contact Information:

- a. Name _____
- b. Phone _____
- c. E-mail _____

3. Dollar Amount Requested: _____

4. Description of what the requested funds will be used for:

5. Approximately how many students will this purchase benefit? _____

6. Do you have a current budget and treasurer's report on file with the Central Boosters? Circle one.

- a. Yes
- b. No, but I have attached copies of these items to this application.

7. Attach any information, pictures, sales quotes, or product descriptions about the product(s) you have researched and are considering for purchase.

8. Varsity Coach's Signature

Booster Club Officer Signature

OFFICE USE ONLY:

NOT Approved

Date: _____

Reason: _____

Approved

Date: _____

Reason: _____

Amount Approved: