

# **Guidelines for requesting Funds** **from Capital High School (CHS) Booster Club**

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Requests for funding from the Capital High School (CHS) Booster Club can be approved, if applied for in writing and a representative of an organization makes a presentation to the board at the next general board meeting. The representative needs to be available to answer questions. If not, the request may be tabled until further information is obtained at the next regularly scheduled meeting. It is best if requests are channeled through an officer of the board at minimum five days in advance, reviewed, then placed on the agenda prior to the meeting. Requests can be made more than once during the school year and will be awarded funding based on discretion of the Booster Board and as funds are available.

Only members, CHS teachers/advisors or coaches who are members of the Booster Club, or students of Capital High School may request funding from the CHS Booster Club. Teachers, advisors and coaches must be Booster Club members each year to be able to request funds from the Booster Club! IT IS STRONGLY RECOMMENDED THAT CLUB LEADERSHIP, ADVISOR OR COACH, AS WELL AS STUDENTS ATTEND TO PRESENT FUNDING REQUESTS TO THE CHS BOOSTER CLUB DURING THE REGULAR SCHEDULED GENERAL MEETINGS.

Funding, for end of season banquets, is determined from a scale set up on the basis of number of participants. A "Funding Request" form does not need to be filled out for these events, but an email note to a board member is required, email addresses listed below. Be sure to include event, organization, number of participants, name and address of person to receive check, and by what date you need the money.

## **Guidelines for Travel Funding**

1. Requests for funding of travel for engagement in activities beyond the school season such as sport camps, music camps, international travel or competition that provide or promote little or nothing for the school, but benefit the individual; and commercially sponsored trips that are non-school related and out of the district initiated and sponsored, will be discouraged and will generally be denied.
2. Co-assistance but not complete payment of travel by underclassman or seniors early in the school year will be limited to members of clubs, groups, or teams that enhance their club, group, or team and create further learning for non-traveling members upon their return, i.e., leadership conferences and national conferences of standing clubs of the school.
3. Out of state and international travel, when approved, will be limited to \$200 per participant. Large groups will not generally receive this amount. Rather, large group donations will be made on a case-by-case basis.
4. Travel requests will only be considered after all other requests have been considered and voted upon.

## **2019-20 CHS BOOSTER BOARD MEMBERS**

CHAIR:	JENISE COCKHILL	jenise.cockhill@yahoo.com
VICE CHAIR:	SUSAN AMES	susanhames@hotmail.com
TREASURER:	FRED KREPPS	<a href="mailto:fkrepps@dadco.com">fkrepps@dadco.com</a>
SECRETARY:	LORI WITHAM	withamfour@bresnan.net
TEACHER REP:	TOM KAIN	tkain@helenaschools.org

Regularly scheduled meetings are the third Tuesday of the month (may be changed due to conflict) at 6:30 p.m. in the conference room by the library. No meetings are scheduled in June, July, August, or December.

# Request for Funds

## Capital High School Booster Club

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Please write your answers on this form. Typing is not necessary. Some questions may not be applicable. Use additional paper if necessary. **Funds associated with this funding request will not be allowed to be used to reimburse funds already expended.**

Name of organization: \_\_\_\_\_ Application Date: \_\_\_\_\_

1. Name of booster member presenting this funding request: \_\_\_\_\_
2. What is the amount of funds being requested? \_\_\_\_\_
3. What are the funds being requested to be used for? \_\_\_\_\_
4. What is the benefit to CHS, i.e., educational, morale, athletic, school spirit, building, campus involvement?
5. Will the funds requested be used to match funds from another source, and if so, what is the status of the matching funds?
6. What efforts have been made to secure these funds from another source including student activities and fund raising?
7. Will this request be made next year as well, and if yes, why?
8. Is this a school or district sanctioned and/or sponsored activity?
9. What activities have the parents of the students undertaken in support of this project?
10. Please list below or attach a list of the club recipients and their year in school to this request.

Name of person to make check payable to: \_\_\_\_\_

Address where check should be sent: \_\_\_\_\_

Date by which funds are needed: \_\_\_\_\_