

Milpitas High School Athletic Booster Club (ABC) Request for Funds Instructions and Information

The Milpitas High School Athletic Booster Club strives to provide financial support to all MHS athletic programs. We request your support to insure team representation at ABC meetings, encourage ABC membership, and encourage your athletes and their families to help with event concessions and other ABC fundraising activities.

Instructions for completing the request for funds:

- 1) Complete the request for funds form. Be sure to attach all relevant documents (i.e. quotes, invoices/receipts, pictures, catalog descriptions etc.), and if possible, break down the costs, including shipping and handling, tax, and additional processing or installation costs, such as adding logos and numbers to uniforms.
- 2) **Submit the completed request for funds form to the Athletic Director for approval.**
- 3) If approved, the Athletic Director will forward the request to the Athletic Booster Club.
- 4) The request will be reviewed by the Athletic Booster Club board prior to the next ABC meeting (usually the first Monday of the month), provided it is received **at least one week prior to the ABC meeting**. If the request is received by the ABC less than a week prior to the next meeting, it may not be considered until the next month's meeting.
- 5) The ABC board will take one of the following actions: recommend approval of the total amount requested, recommend approval of a portion of the amount requested, reject the request, or defer the request to a later date. See additional information below on the factors the ABC board may consider when deciding whether or not to grant your request.
- 6) If approved by the ABC board, the allocation of funds will be voted on at the ABC general meeting. You **must have a team representative present for all of the ABC general meeting at which this vote takes place.** We prefer your representative be a team parent, rather than a coach.
- 7) If approved by at the ABC general meeting, a check will be issued when the appropriate invoice or receipt is provided to the MHS ABC treasurer.

Additional Information:

In order to help insure a consistent level of funding and increase participation in Athletic Booster activities, as well as insure that we support all MHS athletic programs fairly, we may consider any of the following when approving, limiting or rejecting your request. We will take into account the amount of time this new policy has been in effect, and will also consider extenuating circumstances, such as a new coach, new program etc.

- Participation in ABC fundraising (concessions, golf tournament etc.)
- Attendance at ABC meetings
- ABC membership rates
- Team fundraising efforts
- ABC funding received in the recent past

There are some items we are committed to fund whenever possible. While these items do not require pre-approval, we request that you fill out a request for funds form. Currently, the items that do not require pre-approval are:

- Team trophies (up to 4 per team)
- Varsity block letters and other patches and bars
- All athletic awards (trophies, plaques, patches, certificates etc.) traditionally presented at the Leo B. Murphy awards ceremony.
- Reimbursement for reasonable travel and accommodations required for CIF/State level competition.

Please direct any **questions** to the MHS Athletic Boosters via e-mail at mhsboosterclub_2008@yahoo.com.

**Milpitas High School Athletic Booster Club (ABC)
Request for Funds**

Team(s) Benefitting from request: _____

Requestor's Name: _____ Date: _____

Email Address: _____ Phone: _____

Team parent representative(s): _____

Requestor's signature: _____

Item/Event for which funding is requested: _____

Detailed description (Attach all available quotes, invoices/receipts, pictures, catalog descriptions etc.):

Amount requested (Include all associated costs (i.e. S & H, tax, additional processing and installation): _____

Have you done team fundraising towards this expense or other team expenses? ___ YES ___ NO

If yes, amount raised in last year: _____ amount disbursed in last year: _____ balance of funds: _____

List known participation in ABC fundraising activities (Concessions, golf tournament, etc.):


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**AD Use Only**

I certify that this request is reasonable and is not covered by the Milpitas High School Athletic Department or District funding.

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

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ABC Use Only

Date received: _____

ABC membership percentage: _____ # of last 11 ABC meetings at which this team was represented: _____

List known participation in ABC fundraising activities (Concessions, golf tournament, etc.):

Relative participation of this team in ABC fundraising activities (High, Medium, Low, None): _____

Date considered: _____ Amount Approved: _____ Rejected: ___ Deferred: ___

Reason for approval, limited approval, rejection or deferment:

ABC President's signature: _____

Check No.: _____ Date Issued: _____ Issued to: _____