



# PHS ATHLETIC BOOSTERS FUND APPLICATION PROCESS

Coach or Rep	<b>Step 1</b>	Download and Complete the <i><b>Fund Request Form</b></i> (Word document).
Coach or Rep	<b>Step 2</b>	Include any supporting documents (price sheets, catalog pages, etc)
Coach	<b>Step 3</b>	Submit ( <b>email recommended</b> ) your Fund Request Form and any documents from step 2 to your Athletic Director (in electronic format) <b>Jean Rezny:</b> <a href="mailto:jean.rezny@214.org">jean.rezny@214.org</a> or <b>Tom Martindale:</b> <a href="mailto:tom.martindale@214.org">tom.martindale@214.org</a>
Athletic Director	<b>Step 4</b>	Review request for possible District/School Funding options. If funds are not available, submit to Associate Principal <b>Frank Mirandola</b> , <a href="mailto:frank.mirandola@d214.org">frank.mirandola@d214.org</a> for Booster Funding approval.
Frank Mirandola	<b>Step 5</b>	E-mail the completed Fund Request Form and any supporting documentation to the PHS Athletic Booster Grant Coordinator, <a href="mailto:prospectknightbooster@gmail.com">prospectknightbooster@gmail.com</a> . Subject line title should read ' <i><b>Booster Fund Request</b></i> '. Please CC the Athletic Director and Coach.

Fund Request Form on Next Page.....



# **PHS ATHLETIC BOOSTERS** **FUND REQUEST FORM**

**Date:**

**Team:**

**Coach:**

**Amount Requested:**

**\*List of equipment and/or materials requested (see notes):**

**What needs does it meet for the team or PHS and detail how do you envision this request being used?**

**Coach's comments:**

**Notes:**

- \* Additional documentation or images should be attached to your email as necessary.
- \* For each item please list: supplier, item, quantity of each item and price, include shipping/delivery costs.
- \* Price sheets or Website Links should be attached to your email request.