



PHS ATHLETIC BOOSTERS FUND APPLICATION PROCESS

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