



# PHS ATHLETIC BOOSTERS FUND APPLICATION PROCESS

<b>Step 1</b>	Coach or Rep	Complete the <b>Fund Request Form</b> (See page 2). Include any supporting documents (price sheets, catalog pages, etc)
<b>Step 2</b>	Coach	Submit via email the Fund Request Form and any documents from step 2 to: <b>Scott McDermott:</b> <a href="mailto:scott.mcdermott@d214.org">scott.mcdermott@d214.org</a> **(Fund requests can be submitted at any time during the year. They should be submitted by April 1st)
<b>Step 3</b>	Athletic Director	Review fund requests for possible District/School Funding options.
<b>Step 4</b>	Athletic Director & Athletic Boosters Exec Board	Fund Requests are presented to the Athletic Booster Exec Board for review and approval. The requests are presented at the May meeting for discussion and final approval.

**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