



Booster Club Request for Funding

Policy for the Distribution of Funds

The EVVMS Booster Club has traditionally used its funds to enrich the educational experience of students. Examples of activities funded in the past include visiting authors, field trips and materials for special projects. Any EVVMS team or staff member wishing to apply for funds should adhere to the following procedure:

1. Complete the "Booster Club Request for Funds" form. Include a description of the activity, the amount of money requested and the number of students (classes, teams) who will benefit.
2. Review the request with the EVVMS principal. Booster Club funding requests must be approved by the principal before the Booster Club will consider the request.
3. It is strongly encouraged that a representative attends the next Booster Club meeting to answer any questions that may arise regarding the request.
4. The Booster Club will vote on the request at its regularly scheduled meeting. Approval will be by simple majority. Under extenuating circumstances, the board may make the determination without waiting for the next scheduled meeting.

PLEASE NOTE THE DEADLINE FOR FUNDING REQUESTS IS THE FIRST TUESDAY OF THE MONTH.

EVVMS Booster Club's final meeting for the school year is second Tuesday of May. Requests should be in prior to this date.

DATE: _____ **TEACHER:** _____ **GRADE:** _____ **TEAM:** _____

DATE(S) OF ACTIVITY: _____ **NUMBER OF STUDENT PARTICIPANTS:** _____

AMOUNT REQUESTED: _____ **PRINCIPAL APPROVAL:** _____

DESCRIPTION OF ACTIVITY:	
LEARNING GOALS OF ACTIVITY:	

BOOSTER CLUB SECTION

Approval: __ Yes __ No	Date:	Check#
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PLEASE REMEMBER: On your parent information/permission form, please state the amount of Booster Club funds provided for this event to offset expenses. This will help reinforce the fact Booster Club fundraising supports student education.