



## Funding Request Form

Requestors:

If you are requesting funding from the Boosters Club, submit this completed form to Kathy Scott (High School) or Rebecca Gogel (Middle School) by the last day of the month for consideration at the next month's organization meeting. Attach back-up material, including invoice and comparative cost estimates.

Organization/Class Request is for		Date
Contact Person		Phone
Amount of Request: Items \$	Sales Tax \$	Freight \$
For (check one) <input type="checkbox"/> Academics <input type="checkbox"/> Athletics <input type="checkbox"/> Activities <input type="checkbox"/> Arts		Total \$
Item or service for which funds are being requested:		
		Date item(s) needed by:
What additional groups are contributing funds? <input type="checkbox"/> CDM PTA <input type="checkbox"/> CDM Foundation <input type="checkbox"/> NMUSD <input type="checkbox"/> Grants		Has this request been made before to Boosters? <input type="checkbox"/> Yes <input type="checkbox"/> No
How Many Students will this request impact?		
For academic requests, identify the state standards that these purchases/funds will support:		
Requested by:		Approved by (Dept. Head – SIGNATURE REQUIRED)
Contact Info:		

*For Office Use Only*

Date:	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred
Signature: Kathy Scott – H.S. Principal	OR    Signature: Rebecca Gogel – M.S. Principal
	Total Funds Approved: \$

*Forward to the Booster Club*

## Program and project requests likely to be funded by the Corona Del Mar High School Boosters

1. Those that enhance curricula.
2. Those that facilitate the teaching/learning process.
3. Those that benefit both current and future students.
4. Those that add to the school's capacity to deliver more and better programs.
5. Those that initiate new programs that might not otherwise be available.
6. Those that are creative and innovative.
7. Those that foster school spirit and image.
8. Those that embrace large numbers of students.

## Program and project requests less likely to be funded by the Corona Del Mar High School Boosters

1. Those for which the school district has primary responsibility (e.g. repair/maintenance programs, programs to meet liability responsibilities, etc.).
2. Those which benefit only a small percentage of the students who are part of the requesting organization or activity.
3. Those which seek reimbursement for expenses already incurred.
4. Those for routine operating expenses (e.g. supplies, "disposables", etc.). An exception may be made for any essential supplies and disposables required for any academic or sports program where the students cannot legally be charged for such items and the Board determines that there are no other reasonable source of funds available to fund items.
5. Those which have not identified a specific use for the funds.
6. Requests in excess of \$5,000 that do not reflect supplementary fundraising efforts by the students who will benefit.
7. Those for which funding is available elsewhere.