



# REQUEST FORM

The Lakeview Booster Club welcomes your request. In order to document requests for approval and maintain fairness and equity, the following steps are to be completed and information documented for requests to be considered. Anyone making a request may attend a meeting in person to present their request orally but must leave while a vote is taken -or- they may submit their request in writing prior to the start of the monthly meeting.

**\*Please note, we are requesting names of possible volunteers to assist with our Burger Bash during football seasons for all approved requests. Names must be included on your form below. Volunteers could be sponsors, teachers, parents, or students who will help serve during the Burger Bash.**

The following steps are necessary for the request to be considered:

1. Written requests must be received by the first day of the month in order to be considered that month. All late requests will be considered the following month. (Please present/submit requests as early in the year as possible and with as much notice and information as possible.)
2. The person or organization submitting a request must provide the following information:
  - a). Complete description of the supplies/equipment/transportation being requested.  
(Color, sizes and materials, place of departure, length of trip and type of transportation)
  - b). Date the request amount is needed by.
  - c). When possible, two bids for supplies, equipment or transportation.
3. **Please complete the following:**

Person / Teacher / Coach/ Organization making request : \_\_\_\_\_

Contact Person / Contact phone number and email : \_\_\_\_\_

Are you requesting FUNDS or MEDALS : please circle one

How many medals requested ? : Students \_\_\_\_\_ Coaches \_\_\_\_\_

*Medals will say ... WRESTLING STATE QUALIFIER 2020, SPEECH STATE QUALIFIER 2020*

Item Requested & Cost of Item Requested: \_\_\_\_\_

Dollar Amount Requested From Booster Club: \_\_\_\_\_

Number of Individuals that will benefit from purchased item: \_\_\_\_\_

Is this a school sponsored activity? \_\_\_\_\_

If not, explain: \_\_\_\_\_

Have you sought school funds? \_\_\_\_\_

Have you sought fundraising or alternative funding? \_\_\_\_\_

Will other teams/individuals be able to use purchased item ? (Example & please explain)

Other information useful in helping the Booster Club to consider funding this request:

Date Requested: \_\_\_\_\_ Signature of person requesting: \_\_\_\_\_

Date approved/declined: \_\_\_\_\_ Reason for Declining: \_\_\_\_\_

Please provide three names (sponsors, students, parents, etc.) who would be willing to assist serving at our Burger Bash. Someone from the Booster Club will contact names provided when volunteers are needed.

1. Name: \_\_\_\_\_ Cell: \_\_\_\_\_
2. Name: \_\_\_\_\_ Cell: \_\_\_\_\_
3. Name: \_\_\_\_\_ Cell: \_\_\_\_\_