To: All Orchard Park School District Coaches

From: Quaker Athletic Booster Club

Re: Funding Requests

Each year the Quaker Athletic Booster Club Board accepts requests from coaches for items to purchase with Booster Club funds. The criteria for granting fund requests are based upon:

1. The availability of funds

2. The prioritization of needs requested

3. Funding for items unavailable through the school district athletic budget

If you are interested in making a request for funding, please fill out the attached form and mail it or drop it off at the Orchard Park Athletic Office. The Director of Athletics will review your request and forward it to the QABC or deny your request. You will be notified at which Quaker Athletic Board meeting your request will be considered. You or a representative of your team may be present during the discussion to provide additional information concerning the request. You will be notified in writing if your request has been accepted for funding.

\*\*\* If amount is over $1,000, you may be asked to come and present the request in-person with the QABC Board.

Quaker Athletic Booster Club

Coaches request for funding

Team \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_ \_\_\_\_Varsity \_\_\_ \_\_\_Junior Varsity Modified

Coach’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 209-6241

Coach’s e-mail address: Item(s) requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This/these item(s) is/are needed because:

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail Request to : Orchard Park Athletic Office

 4040 Baker Road

 Orchard Park, NY 14127

Orchard Park Administrative Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Approved \_\_\_\_\_\_\_\_\_\_\_\_ Date Denied \_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature (Board Member) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Delivered \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

 **Orchard Park Central School District**

**Donation Acceptance Request Form**

**Background:** It is necessary for the OPCSD Board of Education (BOE) to formally accept any donations made to the school district for items exceeding $75 in value. This form should be completed in its entirety for the BOE to consider donations of monetary sums, equipment, supplies, or contracted services (e.g. assemblies, etc.).

Donor’s Name/Donating Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor’s Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description and intended use of the item being donated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building(s) and/or School Group(s) benefiting from this donation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE FILLED BY BUILDING PRINCIAL**

**Donation Check Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (or) Value of Donated Item(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***If Check Donation*: Budget Code that donation purchase will be paid from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please submit completed form to the building principal/department administrator for review. Once the donation is recommended at the building/department level, the request form will be forwarded to the Assistant Superintendent for Business for consideration of acceptance at a future BOE meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor Signature Building Principal/Administrator Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Board of Education Acceptance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request