RAL Booster Club Request for Funds (RFF)

Please read through the process details listed below. If you have any questions or would like to download and submit a request by paper please email ralboosterclub@outlook.com.

1. Submit a Requests for Funds (RFF) via this google form or turn in a paper form to the Booster Club box in the office.
2. Funding requests will be considered during Booster Club meetings in **October, February, and May**. You may submit a request at any time, but we only review and distribute funds during these 3 meetings.
3. Submit your request **PRIOR** to Booster Club meetings (ex: form turned in by the end of Sept. to be considered at October meeting)
4. Attend the Booster Club meeting and present your request, answer questions, etc. It is wonderful to have the students do the presenting.
5. Once an amount is approved, a check will be deposited in your sport/club account unless other instructions are specified. Checks cannot be made out to individuals for reimbursement.

* Indicates required question

Submission Processing Details

Our Main Criteria for Requests

- Must fund a FUTURE need
- Not for classroom improvements, food, parties, or funds for recognition
- Must benefit the whole team, group, or club rather than an individual
- Booster Club appreciates groups who recognize the importance of giving back... parent volunteers are needed during major concession seasons (football, girl's soccer, basketball, boy's soccer); any sport/club receiving funds **MUST** provide parent volunteers during at least 1 of these seasons.
- Request meets the Booster Mission: The RAL Booster Club is designed to boost RAL students, their families, and the community through support of school-wide activities and bridge funding gaps that otherwise limit access to participation.

1. RFF Checklist *

Check all that apply.

- [ ] Does your request meet the Booster Mission?
- [ ] Does your request meet the funding criteria?
- [ ] Have you confirmed with your supervisor or administrator that this request is not part of a general fund budget line?

2. Name of team or club requesting funds *

_____

3. Key Contact Name *

_____

4. Key Contact Phone *

_____

5. Key Contact Email *

_____

6. How much money are you requesting? *

_____

7. When do you need the money? *

_____

Example: January 7, 2019

8. Please describe in detail what the funds will be used for. *

9. How many students do you estimate will benefit from this? *

10. Attach any supporting documents here (bids, proposals)

    Files submitted:

11. List of parent volunteers for concessions *
    (Name, Phone, Email)

Thank you! We look forward to supporting you!
Once submitted, you will receive an email confirmation and date/time for request review.
For planning purposes, the review meetings will be the first Wednesday in October, February, and May; time and place TBD.

This content is neither created nor endorsed by Google.

Google Forms