



Rosanna Mucetti, Ed. D.
Superintendent

Rabinder Mangewala
Assistant Superintendent
Business Services

Background:

Booster club funds cannot fund ongoing positions or hours and cannot fund any work that lasts more than 20 consecutive days. Booster club funds should only fund items that are temporary in nature and not recurring, such as ongoing hours for an employee.

Request for Approval: Booster/Parent Club EWR-Billed to Organization

Fiscal Year: _____ Date Submitted: _____

Name of School: _____ Name of Booster/Parent Club: _____

Email for billing: _____

Description of Project: _____

Note: To be approved, applications must be submitted at least four (4) weeks prior to requested date.

Applications must be approved by school administrator and Business Services prior to the start of any work.

PROPOSAL:

Employee Name: _____

Work to be performed: _____

Dates: _____

Hourly or Stipend? _____

Number of Hours/Days: _____ Rate: _____ Maximum dollar value (including benefits): _____

Rate on Salary Schedule? Yes / No If no, please attach board approval

APPROVAL:

Booster/Parent Club Representative _____

Signature, Title and Date

Principal/School Administrator _____

Signature, Title and Date

Business Services Designee: _____ Budget Entered: _____

Signature, Title and Date

Reason for disapproval, if applicable: _____