



EHS LION PRIDE BOOSTER CLUB
ATHLETIC FUNDS REQUEST FORM

Date _____

Sport/Activity: _____

Request by (Coach/Staff Member) _____

Describe Item to be funded (be specific):

Cost Request \$ _____ Invoice # _____ ***** (Attach quotes & documentation)**

Vendor Name, address, contact person & telephone number:

(Attach additional sheets if necessary)

1. How will item be used?
2. Can the team participate in the cost share for the purchase of the item?
3. Who will benefit from funding; ie entire team, majority of team?
4. Will item be available for other teams to utilize? If yes, are other teams willing to contribute to the purchase price?
5. How will coach inventory & keep track of item for future use?
6. How will item be stored when not in use?
7. Advice of Athletic Department: Approved Not-Approved
Comments:

*****You are asked to submit your request to the athletic department and attend the Booster Club meeting to present your request. If possible and appropriate, please include a picture or a brochure describing your request. See reverse for procedures.**

EHS Lion Pride Disbursement Request Procedures

1. Team Coach must submit completed form & information to Etna High Athletic Director prior to Lion Pride meeting.
2. Athletic Director will submit information to Lion Pride for review.
3. Team Coach attends Lion Pride meeting to present the request. If the coach can't make it to the meeting, the athletic director may present the information at the coach's request.

Payments will be made directly to vendor or ASB account.

Request for disbursements should be made prior to teams' season for approval, but requests will be reviewed if necessary during the season.

Disbursement Request Months

May – Fall Sports

October – Winter Sports

January – Spring Sports