



## Center Cougars Boosters

### Funds Request Application

(Revised August 2020)

The Center Cougars Boosters Club is a non-profit organization of parents, teachers/staff, and community members dedicated to enhancing the experiences of students attending Center High School. Funding requests should be submitted using the following guidelines:

1. Submit the completed Booster Club Request Form, filled out in its entirety, and include estimates/receipts for all expenditures. (Please note: If the total amount is not all needed at once, please indicate the specific months and amounts funds are needed)
2. Requests should be submitted at least 10 business days prior to the next scheduled General Membership meeting so that it can be added to the agenda (except in the case of an urgent action). Boosters must consider the available budget when reviewing each request.
  - a. In most cases, funding requests will be discussed and voted on during the General Membership meetings
  - b. Please Note: Not every request/need can be met, however, your support of the Boosters will be a determining factor in funds being approved. We encourage your membership, meeting attendance, and parent encouragement for membership & volunteering. Numerous requests will be scheduled in the order they are received.
3. Since there may be questions or additional information needed to consider your request, you **MUST** attend the meeting that your request will be voted on-or send proper representation.
4. A majority vote from the membership must be obtained before funds can be issued.

**Center Cougars Boosters meetings are held the 2<sup>nd</sup> Wednesday of each month at 7p.m. in the school library, or other available venue.**

Please note, much of our fundraising is done by parents that are directly designating where those funds are to be spent. For this reason, our General Fund is limited until after our membership drive (October) and Annual Crab Feed (early April).

Return completed form to: [centerboosters@gmail.com](mailto:centerboosters@gmail.com) or deliver to Booster mailbox at CHS.

**Center Cougar Boosters Club is a 501(c)(3) Charitable Non-Profit – Tax ID#:32-0156441**

[centerboosters@gmail.com](mailto:centerboosters@gmail.com)

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# Center Cougar Boosters

|                                                                   |                          |
|-------------------------------------------------------------------|--------------------------|
| <b>Date of Request:</b>                                           |                          |
| <b>Date(s) funds will be needed:</b>                              |                          |
| <b>Staff Member Name:</b>                                         |                          |
| <b>Phone:</b>                                                     |                          |
| <b>Email Address:</b>                                             |                          |
| <b>Club/Organization/Activity:</b>                                |                          |
| <b>Type of request (volunteer, sponsorship, financial, other)</b> |                          |
| <b>If financial, total cost of item:</b>                          | <b>Amount requested:</b> |
| <b>Details &amp; purpose of funding request:</b>                  |                          |
| <b>How will funding directly benefit CHS students?:</b>           |                          |
| <b>How many CHS students will benefit?</b>                        |                          |
| <b>Explanation of fundraising efforts:</b>                        |                          |
| <b>***Please attach estimates/receipts***</b>                     |                          |

Return completed form to: [centerboosters@gmail.com](mailto:centerboosters@gmail.com)  
Or to the CHS front office Booster Club mailbox

COUGAR BOOSTER BOARD Use Only

Approved? Y or N \_\_\_\_\_

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Yvonne Leggett-President  
Treasurer

\_\_\_\_\_  
Angelina Hughes

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Misc. Comments by Boosters Board: