

Dakota High School Boosters Club - Donation Request Form

Date request submitted ____/____/____ Date funds are required ____/____/____

Organization _____ Number of Participants _____

Coach or Advisor _____ Phone number (____) ____-____

Financial Amount Requested \$ _____ (Including Shipping & Handling Charges)

Reason for Request _____

Items Requested _____

Bid #1 Amount \$ _____ Company or Store _____

If requested funds are for \$500.01 or more, bids #2 & #3 are required to be completed.

Bid #2 Amount \$ _____ Company or Store _____

Bid #3 Amount \$ _____ Company or Store _____

Requests can be placed in the Boosters mailbox (HS office) or given directly to any Boosters Board Member.

Rules for Donations:

1. There will be **NO** reimbursement of purchases without prior approval from the Boosters Board.
2. Approved items not submitted for payment or ordered within one year will be void.
3. Athletic requests must be submitted by the Athletic Director; all non-athletic requests must be submitted by the Student Activities Director.
4. Requests for 500.00 or less require one bid and will be Approved or Declined by the Boosters Board.
5. Requests for 500.01 or more require three bids and will be Approved or Declined by the Boosters Board, and then will be presented at the next General Membership to be Approved or Declined by the General Membership.
6. Attach a copy of the bids, photo or graphic illustration and a complete description of requested items.
7. See By-Laws for items not covered by the Boosters.
8. All requests for donations must be submitted 72 hours prior to General Meeting in order to be added to the General Meeting agenda for discussion.
9. Requestor must present donation request to Executive Board at General Meeting for review.

Request received by: _____ Date: ____/____/____

Request approved by: _____ Date: ____/____/____
Athletic Director / Student Activities Director

Below to be completed by the Donation Trustee

Booster Board Vote: Approved _____ Declined _____ Date: ____/____/____

Board comments: _____

General Membership Vote: Approved _____ Declined _____ Date: ____/____/____

Membership comments: _____

DHSB Tracking No. _____ Actual Amount \$ _____ Date of Distrib. : ____/____/____