



REQUESTS FOR BOOSTER CLUB FUNDS

This is a step-by-step procedure to be used by all coaches, facilitators, members and organizations asking for funds from the Jordan Booster Club. These funds will only be donated to organizations that meet the criteria for supporting the Jordan Booster Club mission and active participants/members within the Jordan Booster Club.

Our mission is to support, encourage and advance the 7-12 activities program of the Jordan School District and thereby cultivate wholesome school spirit, promote good sportsmanship, and develop high ideals of character. This association shall promote projects to improve facilities and equipment necessary to provide an adequate activities program for the Jordan Schools.

Step 1

- Attend a Jordan Booster Club meeting
- Be prepared to discuss what the requested funds are to be used for and how it will fit with the Jordan Booster Club Mission
- Bring information that describes the item being purchased or what the funds are being used for
- Provide dates as to when the funds or equipment is needed by

Step 2

- An approval process with the Jordan Booster Club board members will need to take place prior to a donation being made for the item(s)
- Notification from the Jordan Booster as to the vote of approval or denial will be communicated directly with the individual(s) who has made the request within 48 hours of the request

Step 3 – approval given

- Submit a purchase order form - this form can be found on the Jordan Booster Club website at www.jordanbooster.org under the forms tab
- Fill out the forms in its entirety and email it to JordanBoosters@gmail.com
- If the items have already been purchased, please complete a reimbursement form in lieu of the purchase order form that can be found on the Jordan Booster Club website at www.jordanbooster.org
- Provide a paid receipt and email the reimbursement form to JordanBoosters@gmail.com

****All purchase orders and reimbursements will be completed within 45 days of the submission****

If you have questions or concerns regarding this process, please contact any of the Jordan Booster Club executive board members.