

**INDIAN HILL BOOSTER ASSOCIATION**  
**Guidelines for a Request, 2021-2022**

The Indian Hill Schools Booster Association encourages and supports the efforts of the administration, faculty, and coaches to offer Indian Hill students the opportunity to participate in EXTRACURRICULAR activities.

Recurring, annual funding requests **MUST** be made to the Booster Association by June 30, so they may be factored into the 2021-22 budget. Impromptu requests will be accepted during the school year, but they should be submitted with sufficient notice so that they may be presented at the next Board meeting. The person/persons submitting the request is **HIGHLY ENCOURAGED** to attend the meeting so that Board members will be able to ask questions regarding the request.

1. All athletic related requests should be submitted to Brian Phelps, IH Athletic Director. Non-athletic requests should be submitted to the appropriate school's principal. Completed forms may be emailed to Ben Hall, Booster President, at ben@pamlicoinv.com or delivered to the Booster mailbox at Indian Hill High School.
2. At the next Booster Board meeting (the second Monday of each month, as listed on the school calendar), the request will be presented to the Board for their consideration. You are encouraged to attend the meeting to provide further information.
3. Please do not make any commitment (financial or otherwise) until you have received formal approval of your request from the Boosters.

Amount Requested: \_\_\_\_\_

Item to be purchased or reason for funding request:

Does the amount requested represent 100% of the Item? Y/N  
If No, How much has your organization contributed toward its procurement?

Have you researched a variety of vendors? Y/N

Date which funds are needed: \_\_\_\_\_

If applicable, who will fund ongoing maintenance costs, etc.?

How many students will benefit from the requested item(s)? And how will they benefit?

Please provide any additional information to support your request (attach additional sheets as needed).

Requester Name and Title \_\_\_\_\_ Date Submitted \_\_\_\_\_

Requester's Email Address \_\_\_\_\_

Principal/Athletic Director Recommendation: \_\_\_\_\_

*For Boosters Use Only*

Received \_\_\_\_\_ Reviewed \_\_\_\_\_ Action \_\_\_\_\_  
Notification \_\_\_\_\_ Follow-up \_\_\_\_\_