



2023-24 Request Form for JHS Booster Funds

Advisor/Coach _____ Activity _____

Phone # _____ Email Address _____

- # of Students actively participating in this activity _____
- would like the BC to help offset the cost of promoting a Future Cavs Night. \$150

STEP #1 – The Request (COMPLETED BY ADVISOR/COACH)

Please give a short explanation of what you are requesting and how it will be used. Include a short history of why this is needed. Please visit www.jhsboosterclub.com under “Grants” to find our Request Guidelines. *Note that all items purchased with money from the Booster Club must remain property of Jefferson High School.*

- Dollar Amount Requested--Max Funding for 23/34 is \$500 _____

Principal’s Signature (Required) _____

Please place completed form in the Booster Club mailbox or email to jhscavsbooster@gmail.com It will be reviewed at our next Executive Board Meeting. All requests should be submitted by the 20th of each month.

STEP #2 - The Decision (COMPLETED BY BOOSTER CLUB)

Date Received by Booster Club _____ Approved _____

Request # _____

Notes:

STEP #3 – Payment Processing- Final Invoice must be presented to the BC by June 1, 2024

When the invoice has been paid by your TNA Account, please attach a copy of the paid invoice to this form and place both in the Booster Club mailbox; payment will be made to the TNA Account based on the paid invoice up to the amount approved.

Check # _____ Date Paid _____