



FUND REQUEST FORM

Aptos Mariners Booster Club

Anchoring Education at Aptos High School since 1970

P O Box 2851
Aptos, CA 95001-2851
PHONE: 831-216-1366

Reqw

FUND REQUESTED BY

Person: _____

Club/Sports Name: _____

Email: _____

Phone: _____

FUND DETAILS

| | | | |
|---|--|--------------|--|
| Amount Requested: | | Date Needed: | |
| Total Amount Needed: | | | |
| Proposed Use of Funds: | | | |
| Other Fundraising Efforts | | | |
| What other sources have you considered? | | | |
| How will you raise the remaining funds? | | | |

DETAILS OF ITEMS NEEDED

Admin Signature:

| |
|--|
| |
|--|

for approval authority

| DECLINED | APPROVED | AMOUNT | DATE | CHECK NO. | |
|----------|----------|--------|------|-----------|--|
| | | | | | |

AHS Booster Club Funding Request Guidelines

The Aptos Mariners Booster Club is a registered 501©3 non-profit organization dedicated to supporting both curricular and extracurricular programs at AHS. To be eligible for funding, the requesting group must be officially recognized by the school.

Submission Timeline & Meeting Schedule

- Email your funding request to the Booster Club Treasurer at treasurer@aptosmarinersboosterclub.com at least one week prior to the monthly meeting to ensure inclusion on the agenda.
- Meeting dates and times are posted on the website www.aptosmarinersboosterclub.com
- All funding requests must include a current financial status sheet from the AHS Accounting Office. Requests submitted without this documentation will not be considered.

Administrative Approval Required

Before submitting your request, obtain a signature from one of the following AHS administrators:

- Principal
- Activities Director
- Department Chair

This step confirms that all internal funding options have been considered and that your request aligns with AHS's mission.

Itemized Request Details

Funding requests must include a detailed list of all items being requested, including:

- Item name and description
- Make/manufacture
- Model number
- Quantity
- Unit price and total cost
- Vendor or source of purchase

This information ensures clarity, facilitates accurate budgeting, and supports accountability. The Aptos Mariners Booster Club reserves the right to get donated items in lieu of monetary donation.

Review Process

- All requests are reviewed in accordance with the Booster Club's bylaws and mission statement.
- The Booster Club reserves the right to approve or deny funding at its discretion.
- A Club/Team Representative must attend the meeting and bring the current financial status sheet to answer any questions regarding the request.

Accountability & Documentation

- If funding is approved, you must submit receipts or proof of purchase within 90 days of receiving funds.
- If additional time is needed, email a formal extension request to treasurer@aptosmarinersboosterclub.com

Parent & Club/Team Representative Requirements

- Each AHS club or organization must designate a parent representative to attend the monthly Booster Club meetings and assist with fundraising efforts.
- The Club/Team Representative must be prepared to discuss the financial status and itemized request during the meeting.
- The Booster Club President will notify the representative of the final decision.