

# 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: \_\_\_\_\_

**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. : \_\_\_/\_\_\_/\_\_\_

**Donation Request forms can be placed in the Dakota Boosters Mailbox, Given to a Booster Board Member or emailed to [Dakotaboosters@gmail.com](mailto:Dakotaboosters@gmail.com)**