



NHS Booster Friend and Alumni Association Resource Fund Request Form

This form is to be used by all program directors and Head Coaches when making a funding request from Northwood High School Administrative Departments.

All NHSBFAA Requests: Sports-Deliver to Athletic Director; All other Activities-Deliver to Principal

Date: _____ School Program: _____ Coach/Director/Adviser: _____
(Circle one)

Number of Students Involved in Program, Activity, or Sport: _____

Contact Name: _____ Phone: _____ Email: _____

Request (please be detailed) If granted, how will this request take your program up another level?

Amount requested (support needed): _____ Date needed: _____
(Attach Quote with request)

Name of Company: _____ Telephone: _____

Address: _____ Contact Person: _____

What other resources are available to your program? _____

Do you have funding resources other than you NHSBFAA Account? Yes/No (Circle one)

Has the program done any fundraisers? Yes/No If yes, how much was raised? _____

Future Fundraisers? (Circle one) Yes/No

Describe the Fundraiser or Future Fundraiser _____

In what ways have you currently supporting or are planning to support any NHSBFAA fund-raising events? (Reverse raffle, golf tournament, representation on committees, etc.) _____

Principal or AD's approval for purchase: _____ Amt. approved: _____
(Circle one) (To be filled in by BFAA)

Jason Amy- Athletic Director

Justin Bartholomew - Principal



Additional Instructions

1. Request must be submitted on the NHSBFAA Resource Request Form during the designated timeframe of your activity. (reference below)
2. Attach an itemized quote or estimate for fund request. If ordering a product, attach a complete description or picture of the item.
3. Request Form will be due 5 days before the announced NHSBFAA executive meeting so it can be added to the agenda.
4. The Request Form must be signed by Head Coach and Athletic Director for sports and by the Program Director and Principal for other programs.
5. Since there may be questions or additional information required to consider the proposal, a member of the program (coach, program director or documented parent rep) must attend NHSBFAA meeting to present and answer any questions.
6. After the presentation, the executive board will take a vote on the request. A quorum in the affirmative will pass the funding at the executive board level. A quorum in the negative will halt the request. A tie will automatically negate the request.
7. All representatives involved in the request must excuse themselves during the voting process.
8. Once the request has been passed at the executive level, it will then be presented to the general board at the next general meeting for approval. Each participating NHSBFAA organization will be allowed 1 vote to be cast on behalf of their group. A quorum in the affirmative will pass the funding. A quorum in the negative will halt the request. A tie will allow the president to cast the final vote on the request.
9. Voting criteria for funding will be based on whether or not the request meets some or all of the following goals of the NHSBFAA.
 - a. Is for the sole benefit of NHS students that participate in approved programs?
 - b. Does it aid or assist in the development and enhancement of our NHS Activities and Sports Programs as they strive to become the pinnacle of all high school programs? “The Best of the Best”
 - c. Promotes a spirit of sportsmanship, responsibility, and enthusiasm among the students and supporters of NHS
10. In the event a NHSBFAA member cannot attend the meeting, he or she will be given an opportunity to cast a vote 24 hours prior to the meeting provided they have read over the grant request.
11. A notification will be given to the requester via phone or email.
12. If approved, the purchase will be completed by the treasurer once the head coach or director supplies the treasurer with the necessary ordering information.
13. The Funding Request Period will be an open request available throughout the entire school year. No sport or activity will be restricted to a certain time of the year to apply for funding and all decisions will be influenced by the availability of funds.