

**SAN PEDRO HIGH SCHOOL LADY BOOSTERS
FINANCIAL AID REQUEST**

(Revised March 2009)

The purpose of the SPHS Lady Boosters is "service and financial aid" to the SPHS student body.

To request financial aid for a purchase or activity for the benefit of SPHS students through a recognized SPHS organization, club, or activity, this request form must be completed in full and submitted to the Lady Boosters' box in the SPHS Main Office **on or before the first day of the month**. Your request will be presented for consideration at the general business meeting for that month, which takes place on the second Tuesday of each month (August through November, and January through May) at 7 p.m., at a designated local restaurant.

The adult sponsor/requestor is required to attend and present their request at the meeting. This written request form will be read aloud at the beginning of the meeting, and the sponsor/requestor can then answer questions from the membership and give additional information. All requests are discussed and voted upon by the membership at the end of the meeting, after the requestors leave the meeting. The adult sponsor/requestor will be notified within 30 days of an approval, partial approval, or denial of the request, at the phone number you give below for contact. **(Please use your home phone number as the contact phone number!)**

Name of Organization/Club/Activity _____

Name of Sponsor/Coach/Requestor _____ Home Phone () _____

Additional or Alternate Name and Contact phone information _____

Amount of Funds Requested: \$ _____ ***If this is for the purchase of an item, attach at least 2 written bids***

Purpose of funds requested (be specific): _____

Deadline date for receipt of funds (if any) _____ Deadline date for advance commitment of funds (if any) _____

How will the students of SPHS benefit from this request, and how many students will be directly benefited? _____

If this is for the purchase of items, will the items be used or consumed by individual students or retained by the school? If they are to be retained by the school, what is the life expectancy of the items? _____

Are funds for this request being raised or sought from other sources in addition to your request to Lady Boosters? Please list the sources and amounts already solicited, received or expected: _____

What is the source and amount of the total yearly budget, and any trust funds, of the requesting group or activity? Please indicate any other fundraising by the group, and whether all or any funds are exhausted or encumbered for this year: _____

Signature of Requestor: _____ Date Submitted to Lady Booster Box: _____

Printed Name of Requestor: _____ Title: _____

(i.e., Teacher/Coach/Student/Parent/Organization Officer, etc.)

Additional pages may be attached to provide more information about your request or additional detail. Be sure to attach 2 bids if there are items to be purchased from this request.

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Lady Booster Action: Approved/Amount \$ _____ Denied Returned for Revision/Information

Officer's Signature: _____ Date: _____

SAN PEDRO HIGH SCHOOL LADY BOOSTERS
Procedure for Consideration of Financial Aid Requests

(Addendum to SPHS Lady Boosters By-Laws; to be included in Standing Rules; Approved 3/12/2002)

1. The Financial Aid Request form must be completed and received in the Lady Booster box (located in the SPHS Main Office), or be delivered directly to the President or First Vice President, on or before the first day of the month in order to be presented for consideration at that month's general business meeting. Requests received prior to a general business meeting, but after the first day of that month, will be considered at the general business meeting in the following month, unless there is a consensus of the membership that a genuine emergency justifies earlier consideration at that month's meeting.
2. General business meetings shall be held on the second Tuesday of each month, August through November and January through June. The June business meeting shall take place for one-half hour preceding the social dinner meeting/installation. There shall be no consideration of Financial Aid Requests at the social dinner meetings in December and June.
3. The contact person on each Financial Aid Request shall be contacted by the Lady Boosters First Vice President, or alternate designee, to be graciously invited to attend the meeting at which their request will be presented. At that time, any incomplete or inadequate portions of the written Financial Aid Request form shall be explained and assistance shall be offered to have the form satisfactorily completed.
4. All timely Financial Aid Requests will be read aloud to the membership as the first agenda item of business at each general membership meeting. Any presenters or representatives of requesting groups may then answer questions posed by the members and give additional information. There will be no debate at this time.
5. All timely Financial Aid Requests will be discussed and voted upon by the general membership later in the meeting, after all presenters have left the room. Voting will follow Robert's Rules of Order, with a majority vote of the members present required to approve a request or a motion for the partial funding of a request. All votes to approve funding shall be final. Any request which is denied in all or part may be reconsidered at a later meeting upon the re-submission of a new or revised Financial Aid Request form.
6. The Treasurer, First Vice President or President shall inform the contact person of the approval, partial approval, denial, or postponement of each Financial Aid Request as soon as reasonably possible, within 30 days of the meeting. If additional information has been requested by members prior to voting or for reconsideration, that shall be explained and assistance shall be offered to prepare a more complete or satisfactory presentation at a later meeting.
7. It is the policy of Lady Boosters that the presenters and contact persons for all Financial Aid Requests shall be welcomed and treated with dignity whether or not their requests are approved in all or part by the membership. It shall be the responsibility of the First Vice President to facilitate communications with the contact persons and to reasonably assist and prepare them to present a successful request.
8. **If the approved and funded Financial Aid Request is not used for its original purpose (as shown on page 1 of this form), the adult sponsor/requestor must contact the Lady Boosters' First Vice President so that the membership may be polled as to what action should be taken (return of the funds, reappropriation to another of the group's projects/purchases, etc.).**