



NEWBERG BOOSTERS

newbergboosters.com
newberghighboosterclub@gmail.com

Grant Request Instructions and Guidelines

Please follow the instructions and guidelines completely to ensure your request can be reviewed at the next monthly meeting (3rd Wednesday of each month). Requests are presented at general Booster Meetings for discussion and then voted on formally by the Executive Committee. Failure to provide all the requested information may delay the review and final decision.

All sections of the attached grant request form must be completed.

- Requests for equipment, uniforms, and gear **MUST** be accompanied by at least three (3) written quotes, and also a picture or drawing. Approved colors are Royal Blue, Athletic Gold, and White. If the item you are requesting is unique, please explain why you weren't able to provide more than one written quote.
- Completed request forms **MUST** be signed by the head coach or advisor of the requesting team/organization.
- The head coach, advisor, or a representative of the group should attend the Newberg Boosters meeting and be prepared to discuss the request (5-10 minutes). It is always nice to hear from a student during your presentation and request.
- All costs should be included in the request. If additional funds are required over the approved amount or for expenses not detailed in original request, another grant request **MUST** be completed. Funds cannot be used for food/meals.
- In order for Newberg Boosters to provide adequate time for discussion, review and approval/denial, please submit grant requests 30 days prior to the order date.
- Completed request **MUST** be submitted to the Newberg High School Athletic Director.
- Funds for grant requests will be available until the end of the academic year in which the request was approved unless otherwise prearranged.
- Grant approval status will be notified via email by the Treasurer to the coach/advisor, athletic director, activities director and NHS bookkeeping. This will be the procedure for funded and non-funded grants.
- Receipts must be provided to NHS Bookkeeping Office or Newberg Boosters Treasurer for funds to be reimbursed. Reimbursement will only be for items included in the approved grant request and are subject to final review and approval to ensure appropriate funding is applied.
- If funds are not deposited into an NHS account for items purchased through the school, billings for approved request projects must be sent to:
Newberg Booster Club Inc, PO Box 831, Newberg OR 97132