



# Ida B. Wells Booster Club

## Funding Request Form

Please turn in completed forms to the Booster Club mailbox in the Main Office  
or email it to: [funding@ibwboosterclub.org](mailto:funding@ibwboosterclub.org)

|  |                   |        |                    |
|--|-------------------|--------|--------------------|
| Date:  | Amount Requested: | \$     | Date Funds Needed: |
| Request From:  |                   |        |                    |
| Contact Name:  | Email:            | Phone: |                    |
| Coach / Advisor:   |                   |        |                    |
| Parent Liaison:  |                   |        |                    |
| (1) Please attach a roster of the students involved in this team/club/organization (including parent names).   |                   |        |                    |
| (2) Funding Request Summary:   |                   |        |                    |
| (3) Have you done any fundraisers? Plans for Future Fundraisers? Please summarize your fundraising plans and amount of funds raised to date.   |                   |        |                    |
| (4) In what way do you currently support OR are planning on supporting the Booster Club's fundraising events? (Ex. Volunteering at Concessions, Christmas Tree Sales shifts, Membership promotion) |                   |        |                    |

(please see reverse for additional info)

## Additional Instructions/Requests

1. Attach a summary of your funding request including cost estimates for each item and details of how the funding will be spent.
2. Once you make the purchase(s), please provide Booster Club with a receipt or order confirmation within 30 days.
3. If scholarship or funded amounts are not used in full FOR PROPOSED PURPOSE, please notify Booster Club immediately.

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## General Expectations for All Teams/Clubs/Organizations Making Funding Requests

1. We require the name of your **Parent Liaison**/or other contact from your Team/Club/Organization who will be responsible for communicating with parents/guardians and members of the group.
2. We ask that either at least **50% of your parents/guardians have a current annual membership** with the Ida B. Wells Booster Club **OR** you show that an effort has been made to advertise and encourage Booster membership to your team or organization.
3. To continue to grant funding requests, we need **active participation in Booster Club events**. Please tell us how your group has done/will do this. These events include:
  - a. Staffing Concessions at all Home Games/Events
  - b. Committing time at the Christmas tree lot
  - c. Volunteering at other Booster Club events

## Funding Guidelines

The Ida B. Wells Booster Club will consider all Funding Requests, and typical guidelines are below. Our mission is to support sports and clubs at Ida B. Wells High School. We want to work with your group so if you have any questions please contact: [funding@ibwboosterclub.org](mailto:funding@ibwboosterclub.org)

The following requests are typically approved by Boosters:

- Equipment that is above what PIL funds/will replace
- Tournament Fees (one per year)
- Expert coach/teacher time and/or class
- Student Scholarships (covering fees)

The following types of items are not typically funded by Boosters:

- Personal apparel/clothing that doesn't belong to school
- Uniforms, unless a non-PIL club
- Food/Team or Club Dinners
- Items that have already been purchased
- Trips that aren't associated with league play

## 2023/24 Booster Meeting Schedule

### Booster Meeting:

September 11  
October 9  
November 13  
December 11

### Funding Request Due By:

September 4  
October 2  
November 6  
December 4

### Booster Meeting:

January 10  
February 12  
March 11  
April 15  
May 13

### Funding Request Due By:

January 1  
February 5  
March 4  
April 8  
May 6