CARTHAGE ELEMENTARY SPORTS BOOSTERS

Carthage Elementary Sports Boosters raises money throughout the year to help support IESA programs in the Middle School. Your team/activity is able to request funds from the Carthage Elementary Sports Boosters by following these steps:

1.) Determine if school funds are available and the amount.

2.) Complete the request form (attached)

3.) Place your request in the Sports Boosters mailbox in the Carthage Middle School office and/or bring it with you to the next regularly scheduled meeting. Please contact the sports boosters to be added to the meeting's agenda.

4.) Try to attend the next regularly scheduled meeting to formally request funding for your activity's needs.

Sports Booster meetings are usually held on the first Wednesday of every month in the concession stand room at Carthage Middle School at 6:00 p.m. The meeting time/date may change due to conflicts. Please make sure your contact information is completed on the form to ensure you are notified of these changes.

If you are unable to attend the next regularly scheduled meeting, please inform a booster member to explain your request, complete your request form, and put it in the booster's mailbox at CMS.

In the event that you cannot wait for a regularly scheduled meeting, please contact us. The CESD Boosters can only approve up to $300 without formal approval at a meeting or via e-mail.

If you have any questions or suggestions, please contact a booster member or leave a note in the sports boosters' mailbox in the middle school office.

CARTHAGE ELEMENTARY SPORTS BOOSTERS
FUND REQUEST FORM

Date:_____

Coach/Sponsor:_____

IESA Activity:_____

Contact phone #:_____

E-mail:_____

Purpose for the request (be specific):_____

_____

Did you get a comparison bid?: YES   NO   If so, please indicate where and the amount.

Where:_____   Amount:_____

Fundraising to offset the cost?: YES   NO   Amount:_____

School Funding Available?:   YES   NO   Amount:_____

Amount of Request:_____

If approved, make check payable to:_____

Additional Comments:

Signature:_____

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Date Reviewed:_____

Approved: YES   NO   Amount:_____

Comments: