

CARTHAGE ELEMENTARY SPORTS BOOSTERS

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

- 1) Determine if school athletic funds are available and the amount.
- 2) Complete this request form..
- 3) Email your request form to CESDBoosters@gmail.com 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) Please try to attend the next regularly scheduled meeting to formally request funding for your team's needs.

Sports Booster meetings are held on the first Wednesday of every month in the Middle School Cafeteria at 6:00 p.m. The meeting time/date may change due to conflicts. 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 CESD sports boosters member, fill in your request form and forward it to a board member and they will present the request in your absence.

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.

If you have any questions or suggestions leave a note in the Sports Booster's box in the middle school office.

CESDBoosters@gmail.com

**CARTHAGE ELEMENTARY SPORTS BOOSTERS
FUND REQUEST FORM**

Date: _____

Coach/Sponsor: _____

IESA Activity: _____

Contact # and email: _____

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: _____

Date Reviewed: _____

Approved: Yes/No Amount: _____

Comments: