



New Ulm Eagles Unified Booster Club Funds Request Form

Funding Requests:

To request expense approval from the New Ulm Eagles Unified Booster Club, this form must be completed and submitted to the booster club board comprised of Team Reps and At-Large representatives. It is important that your program has an active parent representative that attends monthly meetings routinely. This helps them understand the procedures and process for approving funding requests.

Procedure and Process:

This form should be completed and emailed to the Athletic Director to be reviewed by Mr. Bergmann:
mbergmann@newulm.k12.mn.us

Each request will be reviewed by the NUHS Athletic Department to ensure consistency with school policy. The request will be discussed by the booster executive committee for recommendation and presented to the full booster club board for approval.

When reviewing a funding request, the board will discuss and consider the following;

1. Availability of funds and overall cost of an item.
2. The amount of athletes impacted by the item or event funded.
3. Whether an item will improve a team's facilities, spirit, and/or performance,
4. Whether a team has met their fundraising goals from the previous year.
5. Whether a team has organized a camp or other fundraising activity that brought funds into the booster club. Examples - Eagles 5K, Track Eaglet Program, summer camps, fundraiser, etc.
6. A team's participation in clothing sales, club membership, or volunteering with booster events.
7. Title IV Requirements
8. Input from the Activities Director (School Representative) - All donations to the school district must be ok'd by administration on behalf of the school board.

Group Requesting Funds:	
Representative or Coach Requesting Funds:	
Representative's Contact Phone Number:	
Representatives' Contact Email:	
Amount of Request:	
Payee Name:	
Payee Address:	
Payee Phone or Email:	
Reason for Request:	

Receipts and/or invoices must be turned in to the treasurer for payment/reimbursement.
All expenses must be approved for payment/reimbursement before they incurred.
See policies and guidelines or contact an executive board member for additional information.

Date of Approval:		Amount Approved:	
Check Number:		Amount Paid:	



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