



New Ulm Eagles Unified Booster Club Funds Request Form

Funding Requests and Procedures:

To request an expense approval from the New Ulm Eagles Unified Booster Club, this form must be completed and submitted to the Athletic Director (AD), Adam Neubarth, aneubarth@newulm.k12.mn.us

Each request will be reviewed by the AD to ensure consistency with school policy. After review and approval from the AD, the Booster Executive Committee will recommend (or deny) the request and present it 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.

Do not order any items. Ordering will be done by the athletic department after the booster funds are received.



New Ulm Eagles Unified Booster Club Funds Request Form

Group Information

Group Requesting Funds:
Representative or Coach Requesting Funds:
Representative's Contact Phone Number:
Representative's Contact Email:
Amount of Request:
Payee Name:
Payee Address:
Payee Phone or Email:
Website to order from:

Reason for Request:

All expenses must be approved for payment/reimbursement before they are incurred.
See policies and guidelines or contact an executive board member for additional information.

Athletic Director approval: _____ Date: _____

For office use only:

Date of Approval:		Amount Approved:
Check Number:		Amount Paid:
Money sent on:		Order date:

Revised August, 2024