



## Distribution Request Form

### Instructions:

1. Please read the back of this form to make sure you are in compliance with noted FANS' guidelines before filling out this request form. If you are in compliance, proceed!
2. Complete all information in the form below
3. Present the completed form at the stated FANS' meeting or give the request form to your department head for presentation if you are not able to present it yourself. Athletic requests should be shown to the Athletic Director so that he/she is aware of your request. All staff requests must be approved by the Principal. All coach requests must be approved by the Athletic Director.

Date of Request: \_\_\_\_\_ Date Funds Are Needed: \_\_\_\_\_

Name of Person Requesting Funds: \_\_\_\_\_

Department: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Request Details: \_\_\_\_\_

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Amount Requested: \_\_\_\_\_

Amount Your Organization Will Provide: \_\_\_\_\_

TOTAL AMOUNT OF REQUEST: \_\_\_\_\_

Department Head/Athletic Director Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

### **For Board Use Only**

Date of Review: \_\_\_\_\_ Does Requestor Meet Noted Guidelines: \_\_\_ Yes  
\_\_\_\_\_ No

Recommendation: \_\_\_\_\_

\_\_\_\_\_ Passed as Requested      FANS' Association Action      \_\_\_\_\_ Table for Further Discussion  
\_\_\_\_\_ Voted Down      \_\_\_\_\_ Passed in Revised Form

Notification to Requestor Date: \_\_\_\_\_

## **Guidelines for JHS FANS' Association Requests**

A. All individuals and/or organizations connected with Jefferson High School may make a request for consideration by the FANS' Association.

B. JHS staff or individuals requesting funds are required to be a signed-up, voting member of FANS' and should attend a FANS' meeting when making the request, to address any questions concerning the request. In addition, FANS' strongly encourages requestors to volunteer working the concessions stand at a sporting event.

C. Each request must be typed or clearly printed on the forms supplied by the Association, available in the Association mailbox in the main office. If the request is not submitted on the FANS' form, it will not be processed or considered.

D. Each request should include the following information:

1. Provide specifics when requesting. State the exact item giving detailed description, quantity, individual price, and quantity discount.
2. Provide comparison of price with various vendors. (It is expected that the individual will comparison shop to get the best possible price and furnish quotes).
3. Provide date needed and expected delivery
4. What fundraising capabilities do you or your groups have? What percentage of the total cost do you feel you or your group can contribute? If no funds are available, it should be so stated along with the reason.
5. What other sources do you have for contribution toward payment, such as a departmental budget or budget through the school board, etc? How much of the total cost is available to help with the requested purchase?
6. Explain why the materials/equipment is needed and how it will benefit the recipients. Give criteria for consideration.

E. Proposals are to be submitted to the Association by placing them in the FANS' mailbox in the main office or by bringing them to any FANS' meeting (held the second Monday of each month, except December and July). Distribution of available funds will take place in November and April.

Therefore, the Association will receive requests no later than the October meeting for inclusion in the Fall distribution and by the March meeting for inclusion in the Spring distribution. The Executive Committee only makes recommendations! Any active member may vote on any item including distribution of money. The requestor will receive written notification of the Association's decision. Emergency proposals will be considered on a case-by-case basis.

F. No registration, travel, or transportation requests will be considered.

