



SUMMIT BOOSTERS ASSOCIATION
Grant Request

This form is to be completed and submitted using the following procedures:*

- The requesting coach must complete Grant Request form and submit to the Athletic Director
- The Athletic Director must approve and submit to Boosters by the 1st of the month (for approval that month)
- Requesting coach or assistant coach must present request for final approval at the Boosters General Meeting *(NOTE: All requests are approved by a vote of "active" Booster members. An "active" Boosters Member is defined as (1) Booster contributor of at least \$10; and (2) in the past 12 months has been a Boosters volunteer OR has attended two Boosters general meetings)*
- Items not covered by the Board of Education budget are appropriate for submission
- Vendor's estimated costs must be submitted with Grant Request form
- Proposal must be submitted and approved *before* item is purchased

**Extenuating circumstances should be discussed with AD*

Please submit completed form to Dr. P.J. Scarpello, Athletic Director, Summit High School in person or via email pscarpello@summit.k12.nj.us.

Name of Team	
Name of Requesting Coach	
Explanation of Request	
TOTAL Amount Requested (Sum of lines below)	
Purchase Price	
Shipping Costs	
Other Expense[†]	
[†] Explanation of "Other Expense"	
Indicate any other teams/clubs that might share this equipment donation	

Date received by AD: _____
 Date Approved by AD: _____
 Date presented to Boosters: _____
 Request accepted/denied by Boosters: _____