

# 2018-2019 Spearfish High School Spartan Athletic Booster Club Grant Application Process

## INSTRUCTIONS:

1. Coaches complete the grant application form and submit it to the Activities Director. Remember to rank your requests in order of importance. At [SpearfishBoosterClub.com](http://SpearfishBoosterClub.com), grant applications can be downloaded, printed and filled out or completed electronically, saved and emailed to the Activities Director.
2. The Activities Director authorizes which requests should be considered by the Booster Club and emails the signed application to the Booster Club Grants Chairperson, Jill Trimble, at [grants@SpearfishBoosterClub.com](mailto:grants@SpearfishBoosterClub.com).
3. The Grants Chairperson will respond, via email, to the coach and the AD acknowledging receipt of the application.
4. The Executive Board of the Booster Club will determine, in a timely manner, what funds will be allocated. It is very important to note the date the money is needed on the grant application.
5. An email will be sent from the Grants Chairperson to the respective parties, along with the AD, informing them of the Board's decision regarding the grant requests.
6. The Booster Club Treasurer will submit a purchase order for the funds allocated.
7. The AD will order the products requested.
8. After the Booster Club grant application funding has been approved and the purchases are complete, receipts will need to be submitted, by the AD, to [grants@SpearfishBoosterClub.com](mailto:grants@SpearfishBoosterClub.com).

## NOTES:

*Varsity head coaches are the ones who will submit the grant application requests for all levels of their respective sports.*

*Food or meal requests will not be considered in a grant application.*

*Coaches are encouraged to attend Booster Club meetings and share how this funding had a positive impact on their student athletes.*

***This is a work in progress. Adjustments will likely be made along the way. We appreciate your patience and understanding.***

***Thank you for your continued dedication to Spearfish High School Athletics!***

