The Addison Athletic Boosters is an organization that supports Addison Athletics, and the school district in numerous ways. Requests for Boosters donations **must** be presented in person at a Boosters meeting and must be accompanied by this request form. A donation may be a request for monetary funds, spirit wear, or something else the request and the Boosters agree upon.

**Directions for submission:**

1. Requestor must complete and sign (a typed name is acceptable) the form before submission.
2. Completed request form and all supporting documentation (picture of uniform, receipts, quotes, etc. must be sent electronically to the Boosters Secretary ([shallenbeck74@gmail.com](file:///C%3A%5CUsers%5Ckimford%5CDownloads%5Cshallenbeck74%40gmail.com) ) one week prior to the scheduled Boosters’ meeting.
3. Requestor **MUST** attend the Boosters’ meeting to present their request.
4. All communication regarding request **must** be done via email.

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Date: Date of Request

Requestor: Name of person requesting donation

Donation requested for the following: Choose an item.

What type of donation are you seeking: Choose an item.

Comments/Additional information: **NOTE**: You **must** include the details of your request, e.g., the amount if asking for a monetary donation, specific type of spiritware, all supporting documentation (e.g. picture of uniform, receipt, quote, etc.). Failure to do so could result in a denial of your request.

Comments / Additional information to support donation request

|  |  |  |
| --- | --- | --- |
| Name of person requesting donation |  | Date |
| Requestor’s Name |  | Date |

**BOOSTERS DECISION:**

Date presented to Boosters: Date presented to Boosters.

Who presented: Name of person requesting donation

Boosters’ decision: Choose an item.

Notes: Name of person requesting donation