



VIKING CREW FUNDS REQUEST FORM

Only Official Form accepted



KEY CONSIDERATIONS:

- ✓ How many SHS students will this request reach?
- ✓ How will it improve the designated SHS program?
- ✓ Will this project provide improvement to SHS facilities?
- ✓ Does this project provide potential to bring funds back to SHS or the community through enhanced facilities or programs?
- ✓ Has the group participated in fundraising? What is the timeline for funding needed?
- ✓ Is this a long term or short term project? Is this a consumable or sustainable item?
- ✓ Does this project encourage and support community pride or Viking Spirit?
- ✓ Does the SHS operating budget provide funds for this type of request?
- ✓ Has the 1/3 rule been met? (1/3 student pays for, 1/3 fundraised, 1/3 is the ask)



PROCEDURE:

- 1 Fill out a funding request form electronically or place written form in Viking Crew SHS mailbox (notify Viking Crew Board Member). Viking Crew will notify requestor of date and time of next meeting. **NOTE:** If time does not permit representation at the next meeting – then request will proceed through Viking Crew email voting process.
- 2 Representative must present fund request at Viking Crew meeting.
- 3 If all information is available: 1) requestor will leave room, 2) board will discuss proposal, 3) vote, 4) decision given to requestor.
- 4 If more information is needed, board will return decision as soon as all information is obtained, discussion completed, and voting completed. This will be done in a prudent and timely manner.
- 5 What fundraising projects have been done and what can be done? Teams/athletes, coaches, advisors, and/or parents must be willing and able to work toward providing the funds needed for the project. Is the group actively involved in fundraising? Viking Crew encourages all requestors to raise half of the funds needed for proposed project.



Funds will not be allotted to requests for food or support for community “club sports”.





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[VIKING CREW BYLAWS]

ARTICLE VI – FINANCIAL MATTERS

- 6.1 This organization is a not-for-profit-organization and no part of the new earnings shall benefit any private member of the Viking Crew.
- 6.2 All requests for funds shall be presented to the Executive Board at least ½ hour prior to the meeting of the general membership. Disbursements of funds from the organization shall be made by check requiring the signature of the Treasurer and President.
- 6.3 The Executive Board shall have the authority to disburse funds by a simple majority vote for small immediate operational need purchases (supplies for events, ie: condiments, soap, etc), not to exceed \$250 per month without calling a general meeting of the membership.
- 6.4 Requests for funds shall be presented by a representative, or representatives, of the group to which the support is intended. Funds will only be allocated to clubs with only Selah High School Students in grades 9-12.
- 6.5 If this organization is dissolved the remaining assets shall be transferred to a non-profit fund or organization to be decided by the Executive Board and remaining members by a simple majority vote.
- 6.6 The Executive Board may approve any request for funds up to \$2000.00. The Executive Board at their discretion may add funds if it's unanimous.
- 6.7 Fund raising projects for special projects can be undertaken by a simple majority vote by the general membership.
- 6.8 All funds raised by special projects cannot go to other projects other than the appointed project unless there are excess funds not needed for the specific project.
- 6.9 The Fiscal Year shall run July 1 through June 30.
- 6.10 Funds Requests can only be done once a year per club.



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SELAH HIGH SCHOOL COMMUNITY BOOSTER VIKING CREW REQUEST FOR FUNDS

Date: _____

Requestor: _____

Department/Activity/Sport: _____

Email Address: _____

Phone Number: _____

Amount Requested: _____

How Many High School Students will be Participating: _____

If applicable, How Many Students with Waivers Does the Club/Program Need to Cover: _____

Reason for Request including how many high school students this will impact and the benefits for the students and/or SHS (additional pages can be added for more descriptions if needed):

Have you also requested funds from another organization? _____

If so, how much? _____ What Organization? _____

What Fundraising activities have you participated in for this project? _____

Did you contact the high school to inquire as to whether or not this request for money would be covered or supported under its operating budget? _____

Requestor's Signature: _____



Please deliver Request Form to Viking Crew at a minimum of one week before the next meeting.

Decision: _____ Date: _____

Letter Sent (email): _____ Phoned: _____

Check given or mailed to person requesting on: _____

Clk #: _____