

College Park High School Athletic Booster Club “Needs List” Request for Future Funding

Dear Coach,

The College Park Athletic Booster Club annually sells memberships and raises funds to help support CPHS sports and campus programs for the benefit of all the students. In the past, we have responded to requests from various sports programs for funding to the extent our budget would allow. We want to continue to build on this process. We need your help. We are asking for all teams to reach a 75% booster participation level in order for wish list requests to be considered. We hope that you will strongly urge all of your parents to join the boosters. When you submit your wish list make sure to include a copy of your program roster so our membership director can verify that your sports program has reached the mandatory 75% participation level. Have your parents check our website at cphsboosters.com to see all that we do for the student athletes and the great incentives they will receive for joining.

In order to help support your program, we need you to complete a “needs list” for your particular sports program. While we cannot guarantee funding, nor should you necessarily anticipate full funding of any item(s), this list will help us identify all needs—and not just for the current year. Please feel free to identify larger/future items which may be multi-year funding goals. In addition to just naming items you need for your program, you need to include the following information on the attached request form:

- A description of your requirement(s)
- Make/model of desired equipment
- Desired vendor, if known
- Cost Estimate/Bid, including installation. Over the years, we learned that general estimates were often “low” and after funding was approved, it was discovered that more dollars were required, which is difficult to accommodate after the fact. Please provide valid cost estimates or quotes from the vendors to the best of your ability.
- Date/Timing desired (larger ticket items may be considered for future budget years)
- Your team fundraising efforts/commitments to help pay for the desired items
- Any additional information to help us make our decision
- Name/phone number of the person to contact if we have questions or to coordinate funding

In order to help budget for this and future school years, please complete the attached matrix.

There is no specific “DEADLINE” for submission, however earlier is better!
We continue to accept requests during the year—however, later requests may be deferred.

Requests submitted after the current month’s booster meeting will be considered the following month. After preliminary review by the sub-committee, you may be asked to present your request to the Executive Board or the full Booster Club for final review and potential funding. Copies of the request form may be retained to submit future requests for consideration at any time.

CPHS Athletic Boosters Club

CPHS Athletic Boosters Club – Request for Funding (Add extra pages if needed)

Coach:				
Program:				
Contact Name:	Phone:	E-Mail:	Other:	
PLEASE LIST REQUESTS IN YOUR PRIORITY ORDER IF MORE THAN ONE				
Description of Your Request(s) and Benefit to School or Group Identified*	Make/Model	Vendor	Cost (Bid or Estimate)	Date/Timing Desired

*Projects which benefit the overall school campus or student population, and/or which have multi-year use will generally be given a higher priority. However, requests for specific sports programs and/or single use items will also be considered.

Describe your fundraising activities and how much you believe you would be contributing towards your wish list item(s)

Anything else you want to tell us to help us with our decision?

Please submit for immediate consideration in this year’s funding process. There are three ways to submit your requests:

- Mail to CPHS Athletic Boosters, c/o CPHS 201 Viking Drive, Pleasant Hill, CA 94523
- Submit via CPHS Athletic Director
- Bring request to Booster Meeting or pass through any Booster Member

Thanks for your support and we look forward to helping your team!