



RAPTOR ACTIVITIES BOOSTER CLUB

in support of
Silver Creek High School

Page 1: RABC GENERAL FUND REQUEST FORM
Page 2: GUIDELINES FOR PRESENTING YOUR REQUEST

This two-page form should be used by Silver Creek coaches and parent representatives when making a request to RABC for General Funds. Page 1 should be submitted to RABC via the mailbox in the front office or emailed to Tracy @ rabcpresident@gmail.com by the deadlines provided below. Page 2 is a reference document which includes guidelines for presenting your request.

Spring request: Due by **April 18, 2022** for consideration at the April 25, 2022 RABC meeting.

Please direct any questions to:
Tracy Knick
rabcpresident@gmail.com

RABC GENERAL FUND REQUEST FORM

Please complete all sections below.

Activity Name: _____

RABC Account Balance: \$ _____ as of Date _____

Have you already used your funds from the Athletic Department? yes _____ no _____

Do you have funds in your Silver Creek account? yes _____ Amount \$ _____ no _____

Cost of the Item: \$ _____ Amount of Request *: \$ _____

**Two bids are required. Exceptions will be evaluated by the RABC Board.*

Item Requested (include description and purpose):

When do you need this item? _____ When does it need to be ordered? _____

Lifespan of Item: _____ Will anyone else benefit from this item? _____

of Students in Activity: _____ # of Members in RABC: _____

Signature of Coach/Teacher: _____

Signature of Athletic Director _____

Date _____



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GUIDELINES FOR COACHES & PARENT REPS: GENERAL FUND REQUESTS

The following information is useful when making a General Funds Request to RABC. Requests for funding are generally considered three times per year (at our September, November, and February meetings). In order for a financial request to be considered, RABC requires the following:

- A Letter of Intent has been submitted to RABC in Fall 2021, prior to submission of the request.
- The request is received in the RABC mailbox or via email no later than one week before the RABC General Meeting at which the funds will be distributed.
- The coach/activity leader and at least one parent representative must be in attendance at the RABC General Meeting to present their request (no more than 5 minutes please) and answer questions about their request. *Exception: If there is a school activity or game which prevents the coach/activity leader from being in attendance and presenting, the parent rep may present this information.
- Presentations should address the following:
 - Why is this item needed?
 - Will another activity benefit from this item?
 - What is the lifespan of the item?
 - If RABC is not able to fully fund the request, will you be able to purchase the item another way (e.g., using current monies available in account, parent supplement, other)? If the item cannot be purchased if the full amount of the request is not granted, what impact will this have on your activity (e.g., old equipment will be used, the athlete will go without, etc.)?

Committee Notes

Attendees

€ President

€ Vice-President

€ Secretary

€ Treasurer

€ Athletic Director

Approved Amount: _____