



OAKFIELD BOOSTER CLUB, INC.

Oakfield Jr./Sr. High School

DONATION REQUEST FORM

Instructions:

- Fill out information below
- Submit to the Athletic Director for review and approval (review to make sure the request follows such things as WIAA rules, proper building, equipment or installation codes & guidelines, etc.)
- Athletic Director returns form back to requestor
- Requestor contacts the Board of Director president or any director so they can be added to the agenda for the next meeting.
- Requestor will present their request to the board of directors during a scheduled meeting (NOTE: meetings are held the 3rd Wednesday of each month starting at 6:00pm)
- Requestor may be given an answer to the request during the meeting or may need to wait until the board has further discussion. Board will then contact the requestor with the decision.

DATE: _____ **DATE NEEDED BY:** _____

SPORT: _____ **REQUESTOR NAME:** _____

AMOUNT REQUESTING: _____

MAKE CHECK PAYABLE TO: _____

REQUESTING INFORMATION:

ATHLETIC DIRECTORS APPROVAL: _____ **DATE:** _____

BOARD OF DIRECTOR APPROVAL DATE: _____

PRESIDENTS APPROVAL: _____ **DATE:** _____

AMOUNT APPROVED: _____

CHECK WRITTEN: _____ **CHECK ACCEPTED BY:** _____