

## Special Request Guidelines

Special Requests are available up to three times in a school year for clubs to request additional funds above and beyond their annual allocation for unique items.

Request due dates: September 15<sup>th</sup>, December 15<sup>th</sup> and April 15<sup>th</sup>

The following limits have been established by the RHS Booster Club:

- \$1,000 Maximum per request
- \$3,000 Maximum payout per group within two consecutive school years

When request(s) outnumber the funds available to distribute, the following guidelines will be followed:

- Funding for multiyear use equipment or uniforms is given priority over shorter term use items
- Funding for "need to compete" items is given priority over "nice to have" items

Note: Special Requests are generally not intended to be the sole source of funding for a major purchase.

- We prefer to see special requests used for a portion of funding for large purchases along with fundraising and/or accumulating multiple years of direct allocations if possible.
- We will generally try to treat groups the same in terms of self funding certain items.( I.E. if one group fund raises or gets parent support to fund certain items like white shirts or costumes), we would expect others to do the same.