



2025-26 Request Form for WHS Booster Club Funds

Advisor/Coach _____ Activity _____ Date of Request: _____

Phone # _____ Email Address: _____

of Students participating in this activity: _____

STEP #1 – The Request (COMPLETED BY ADVISOR/COACH)

Please give a short explanation of what you are requesting and how it will be used. Include a short history of why this is needed. Please visit www.whsboosterclub.com under “MORE” to find our Request Guidelines. *Note that all items purchased with money from the WHS Booster Club must remain property of Washington High School.*

Please email this completed form to sfwhsbooster@gmail.com along with any supporting documentation. It will be reviewed at the next WHS Booster Club meeting or sooner as the Executive Committee of the Board of Directors is able.

EXPLANATION:

Dollar Amount Requested \$ _____

Activity Director’s Signature (Required) _____

STEP #2 - The Decision (COMPLETED BY WHS BOOSTER CLUB)

Approved

Not approved

Date: _____

NOTES:

Executive Committee Member’s Signature _____

Executive Committee Member’s Printed Name _____

STEP #3 – Payment Processing- Final Invoice must be presented to the WHS Booster Club by September 1, 2026. Receipts not received by this date will need to undergo re-application the following school year and is not a guaranteed approval.

When the invoice has been paid by your TNA Account, please email it to sfwhsbooster@gmail.com. Payment will be made to the TNA Account based on the paid invoice up to the amount approved.

Check # _____ Date Paid _____ (Revised February 2026)