

RUSHMORE BOWL REQUEST GUIDELINES

1. Rushmore Bowl funds are available to ALL school activities and clubs.
2. Ideally the Midco check presentation will be completed at the CHS vs. SHS basketball game. CHS Activities office will send out email notification within 3 days of the check presentation. The deadline will be established annually and included in the email notification. A minimum of 2 full weeks will be allowed. There will be no exceptions for late requests.
3. Please complete all requests through the Rapid City Central Booster Club website, [Forms & Applications | My Site \(rccentralboosterclub.com\)](https://www.rccentralboosterclub.com) **Deadline for request submission is 11:59 P.M., January 24, 2025.**
4. Coaches and Directors do not have to have an active Booster Club member to make a request, but we ask that you promote Booster Club and encourage your team/activity parents to join.
5. Requests will be given priority based on Parents/Guardians Booster Club membership and participation.
6. Please do not request funds for the same item you are requesting to use Capital Outlay funds for, or request items that are typically covered by Capital Outlay funds. All requests will be reviewed by the RCCBC and Activities Director to ensure we do not approve Capital Outlay items.
7. Rushmore Bowl requests must include quotes for the requested expense. Please make sure that all quote information is included on the request (example: item, tax, and shipping). You cannot use the funds requested for any items not included in the request.

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8. Requests will be reviewed at the first Booster Club meeting following the deadline.
9. CHS Booster Club Treasurer will work with the current Activities Director to process approved requests each May to close out financials for the school year by June 30 of each year. The treasurer is not available to complete reimbursements after June 30 until the new school year begins.
10. When submitting your requests, the following **MUST** be completely filled out on the online request form. Combine all supporting documentation into one PDF and upload it at the bottom of the form.
 - a. Name of Activity/Club/Class
 - b. Requester's Name and Phone Number
 - c. Name of items requested
 - d. Number of items
 - e. Company and Complete Contact Information
 - f. Catalog or Item #
 - g. Total cost, including shipping, and tax
 - h. Rationale for purchase
11. Some purchases may become the property of CHS/RSAS district and will be inventoried as such.

If you have any questions, please contact the CHS Booster Club at

rccentralboosterclub@gmail.com.

Thank you.

Central Booster Club