

## Coaches Request Form

- 1) All requests shall be submitted to the Athletic Director for review at least 1 week prior to the Athletic Booster Meeting. The Athletic Director will determine if the request should be considered an Athletic Depart budget item, or if the request can be presented to the Athletic Booster Club
- 2) Once the request is deemed to be one that should be directed to the Athletic Booster Club the Athletic Director will forward this request to the President of the Athletic Boosters to be placed on the agenda for the next booster meeting.
- 3) The requesting Coach or a representative should make every effort to attend the Athletic Booster meeting when the request is being submitted in order to formally submit his / her request and to answer any questions that may arise. *It is very possible that a delay in a decision could happen if question arise and no one is at the meeting to answer them.*
- 4) To be considered all Coaches request submitted to the Athletic Booster Club must include the following:
  - a) Funds Request Form filled out completely with (if applicable) quotes from at least two companies that can provide the equipment or services being requested.

## Funds Request Form

Funds request form needs to be presented at a Booster Club meeting which are held the second Wednesday of the month at 6:00p. in the high school commons

1) Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_

2) Athletic Sport Request Funds: \_\_\_\_\_

3) Estimated Cost: \_\_\_\_\_ Amount requested: \_\_\_\_\_

4) Description of item / purpose for funding :

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5) How will the requested items/services benefit the school/sport group: \_\_\_\_\_

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6) Source / Vendor Desired for Purchase: \_\_\_\_\_

7) What is the current balance in your programs 922 account: \_\_\_\_\_

8) Does your Sport/Activity do any fundraising of your own? If so explain:

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9) How does your group plan to help the Athletic Booster Club?

a) Concession stands b) Can drives c) Other

Explain:

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10) Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_