



# PORTA BLUEJAYS

## SPORTS BOOSTERS

### COACHES REQUEST FORM

Coaches are asked to fill out the request form at least one week before the next sports boosters meeting so Boosters will have time to act on the request at the next meeting. These meetings are normally held on the first Wednesday of the month in the PORTA High School commons at 6pm. Please return the request to the Booster mail box at PORTA High School, and inform the Booster president that a request has been made at the e-mail address listed on the Booster page of the PORTA web site, or e-mail the request to the Booster President. Coaches will still need to come to the next scheduled sports boosters meeting to present the request.

Description of the Item/Request: \_\_\_\_\_

\_\_\_\_\_

How will this Item/Request benefit your PORTA team: \_\_\_\_\_

\_\_\_\_\_

Will the requested Item remain the property of PORTA: \_\_\_\_\_

If the item is a type of uniform, when is the next scheduled uniform rotation: \_\_\_\_\_

\_\_\_\_\_

Total cost and amount requested from Sports Boosters: \_\_\_\_\_

Date the Item/Request is need: \_\_\_\_\_

Sports Boosters provides additional financial support to PORTA athletics beyond the responsibility of the school district. To ensure a request is not the responsibility of the district, all requests should be submitted to the Athletic Director for a funding recommendation. Final decision of a request will be made at the discretion of PORTA Sports Boosters.

To help raise sufficient funds for coaches' requests, Boosters requires parents and/or athletes to work concessions or other fund raising activities. A coach making a request will normally be required to assist in recruiting parent and athletes to work these events.

Events to be worked: \_\_\_\_\_

\_\_\_\_\_

Sport: \_\_\_\_\_

Coaches signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Athletic Director signature \_\_\_\_\_

and comments: \_\_\_\_\_

\_\_\_\_\_