



Teays Valley Athletic Booster Club Funding Request Form

A Coach and/or Team Parent / Student Athlete Rep must be present at a Booster meeting for consideration of the Funding Request and possible questions regarding the request. If the Coach and/or Team Parent / Student Athlete Rep is not able to attend the meeting, then a written correspondence explaining the request along with a contact number will need to be provided. Teays Valley Athletic Booster meetings are held on the second Monday of the month at 7:00 pm in the High School Community Room.

The following items must be submitted to the Teays Valley Athletic Boosters for consideration:

1. Completed Funding Request Form signed by the Athletic Director.
2. Bids from two different companies (if applicable).

THIS PORTION TO BE COMPLETED BY COACH

Date: _____

Sport: _____

Coach Name: _____

Item: _____

Quantity: _____

Description: _____

Amount of Request: \$ _____ Will this request stay with the program? YES or NO

How will this benefit your program? _____

Coach Signature: _____ Email: _____

THIS PORTION TO BE COMPLETED BY ATHLETIC DIRECTOR

Athletic Director please rank this request. Excellent – Need to Fund / Okay – Fund if available

Comments: _____

Athletic Director Signature: _____

ATHLETIC BOOSTERS USE ONLY:

Approved: YES or NO Reason: _____

Amount Approved \$ _____ Check # _____ Date Issued: _____

Check written to: AD FUND _____ GENERAL FUND _____ COACHES ACCOUNT _____ VENDOR _____