



Tea Area Sports Booster funds are used to support specific requests by sports teams/clubs and student athletes in regards to:

- Additional funds for teams/clubs that have fundraised for an item and did not meet the goal amount for the item
- Items covered in the budget, but have a time restraint due to timing of the budget
- Items that are not covered in the budget
- Registration fees for student athletes participating in recognized sporting events such as the All Star Games

Requirement	Information	✓ Complete
Requestor / Sport	Requestor Name: _____ Sport: _____ Number of Participants: _____	
Description of Request	Write a brief description of the item or items that are being requested:	
Request Type	Circle the applicable reason: <input checked="" type="checkbox"/> increase in participants <input checked="" type="checkbox"/> new sport or new activity for sport (this could include equipment for a new practice activity) <input checked="" type="checkbox"/> replacement of worn or damaged equipment/uniforms <input checked="" type="checkbox"/> replacement of uncertified equipment <input checked="" type="checkbox"/> facilities enhancement <input checked="" type="checkbox"/> other: _____	
Quotes	Attach at least 3 quotes from vendors that supply the item/s requested. Exception: There are not 3 vendors that supply the item/s	
Implementation Date	Supply the date the requested item/s must be in place (this is not the date the payment must be made, this is the date you will begin using the requested items): Date: _____	
School Budget	<ul style="list-style-type: none"> • Is this item covered in the School Budget? Yes / No • If Yes: <ul style="list-style-type: none"> ○ What year: _____ ○ Amount in budget: _____ 	
Sport/Club Fundraising	<ul style="list-style-type: none"> • Do you plan on fundraising for this item? Yes/No • If Yes: <ul style="list-style-type: none"> ○ Attach information regarding the fundraiser (date and details) ○ Amount of fundraising goal: _____ • If No: <ul style="list-style-type: none"> ○ Do you plan to fundraise for other items? Yes/No ○ If YES: attach information on fundraisers that will be completed and what items you are raising funds for. 	



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<p>Financial Assistance Request</p>	<p>Based upon the school funding and anticipated fundraising activities for your sport, indicate the amount of funds being requested from the Sports Boosters:</p> <p>Total Amount Requested: _____</p>	
<p>Pervious Financial Assistance Requests</p>	<p>Please provide details of your LAST fund request:</p> <p>Date of request: _____</p> <p>Amount you requested: _____</p> <p>Date Sports Boosters granted or denied request: _____</p> <p>Amount Sports Boosters granted: _____</p>	
<p>Approval</p>	<p>Obtain signature from Activities Director for this request:</p> <p>Date: _____ Signature: _____</p> <p>Obtain signature from Head Coach for this request:</p> <p>Date: _____ Signature: _____</p>	