



GRAYSLAKE CENTRAL HIGH SCHOOL

ATHLETIC BOOSTER CLUB



"To enhance the athletic programs at Grayslake Central High School"

Coaches Request Form

- 1) All requests shall be submitted to the Athletic Director for review **at least 1 week** before the Athletic Booster Club meeting. The Athletic Director will determine if the request should be considered a District 127 Athletic Dept. budget item, an Activity Account budget item or if this 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, Secretary and Treasurer and ask that it be placed on the agenda for the next Athletic Booster Club meeting.
- 3) The requesting Coach or a representative should make every effort to attend the Athletic Booster Club meeting when the request is being submitted in order to formally submit his / her request and to answer any questions that may arise from the request. *It is very possible that a delay in a decision could happen if questions arise and no one is at the meeting to answer them.*
- 4) After the request is submitted, the Coach will be excused from the meeting and any discussion from the general membership will be heard. At the conclusion of any discussion, a motion can be made to accept, modify, deny or table the request. Once seconded, the voting members of the Athletic Booster Club will vote on the motion.
- 5) Most requests will be acted on during the meeting at which the request was presented. The Coach making the request will be notified by the Athletic Director of the results. Depending on the nature of the request however, a final decision may not be made until the following Athletic Booster Club meeting or longer.
- 6) To be considered, all Coaches requests submitted to the Athletic Booster Club must include the following:
 - a) Coaches Request Form filled out completely with (if applicable) b) quotes from at least two (2) companies that can provide the equipment or services being requested, c) freight charges. In the case of meal money requests, the number of Athletes may include any GCHS student that is traveling with the team such as student trainers.
- 7) All receipts or invoices related to the request must be forwarded to the Athletic Booster Club Treasurer before payment will be made. Payment will only be done by the following means:
 - a) Paid directly to the coaches SAF account. b) Paid directly to the requesting coach (please indicate where you want the check to be mailed). Only the amount approved will be paid. Overages and additions will not be considered without an amended Coaches Request Form submitted with an explanation for the extra cost and said costs approved by the Athletic Booster Club.
- 8) If the requesting coach elects to pay for the requested item(s) after the request has been approved, a reimbursement check will be issued within 3 days of all receipts or invoices have been received by the Athletic Booster Club Treasurer. Receipts or invoices may be scanned and e-mailed (preferred) to the Athletic Booster Club Treasurer or placed in the Athletic Booster Club mail box to the attention of the Treasurer.



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Coaches Request Form

Coaches Name: Phone: (847) - Date: / /

E-mail: @d127.org

Sport / Activity: Level: F S JV V

Item(s) or Service Requested:

Why do you need this Item or Service ? (Please explain)

When was this item or service last purchased for your sport?

This item or service is:

Is this item or service in your budget for this year ?

Does your Sport / Activity do any fundraising of your own ?

How much money have you raised this year? \$

Your SAF account balance is: \$

Total Cost of Item(s) or service including any Tax \$

Freights Charges (if applicable) \$ Calculated Cost \$

For Meals: Athletes for days at Calculated Cost \$

For Athletic Fees: Athlete Cost Calculated Cost \$

Calculated amount being requested from the Athletic Booster Club for approval: \$

Print Form Save Form Use the syntax: booster coaches request form <sport_item/m/d/yr>.pdf

For Booster Use:

Approved Denied Modified Tabled Date: / /
Approved Denied Date: / /

Receipt or Invoice received by Coach: Date: / /

Check Sent: Check Number: Date: / /