

Coaches Request Form

Procedure for Submitting Coaches Request

1. All requests are submitted to the Activities Director for initial consideration. The Activities Director will determine if the request should be considered an Activities Department budget item or if this request can be presented to the Marshfield Blue Jay Booster Club.
2. Once the request is deemed to be one that should be directed to the Marshfield Blue Jay Booster Club, the Activities Director will forward this request to the President and Secretary and ask that it be placed on the agenda for the next Marshfield Blue Jay Booster Club meeting.
3. The requesting Coach and Team Representative should make every effort to attend the Marshfield Blue Jay 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 may 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 Marshfield Blue Jay 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 Activities Director. Depending on the nature of the request however, results may not be known until the following Marshfield Blue Jay Booster Club meeting or longer. *(Coaches are therefore advised to present any requests as far in advance of their "need" date as possible.)*
6. **PLEASE NOTE:** To be considered, all Coaches requests submitted to the Marshfield Blue Jay Booster Club must include the following: (a) Coaches Request Form filled out completely; (b) quotes from at least two (2) companies that can provide the equipment or services being requested; (c) freight charges (if applicable). Any and all receipts or invoices related to the request must be forwarded to the Marshfield Blue Jay Booster Club Treasurer. 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 Marshfield Blue Jay Booster Club.



Coaches Request Form

Date: _____ Sport: _____

Coach: _____ Phone: _____

Email: _____

Item(s) or Service Requested: _____

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

This item/service is: Annual Purchase New Purchase Replacement Purchase

Is this item in your budget for this year? No Yes Yes, But I need extra funds

Does your sport do any fundraising? No Yes Yes, But I need extra funds

Item Cost (provide at least 2 prices): \$ _____ \$ _____

Freight Charges if applicable: \$ _____

Total amount being requested from the MBBJ for approval: \$ _____

For Booster Use:

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Modified <input type="checkbox"/>	Tabled <input type="checkbox"/>	Date: _____
Receipt or Invoice received by Coach/MBJB: <input type="checkbox"/> No <input type="checkbox"/> Yes				Date: _____
Check Sent: <input type="checkbox"/> No <input type="checkbox"/> Yes	Check Number: # _____	Date: _____		