

Fabius Pompey Sports Boosters

TEAM DONATION/CONTRIBUTION REQUEST FORM

This Team Request Form must be completed, signed and returned by the Coach, Assistant Coach or school administrator of any middle or high school Fabius Pompey sports team that wishes to request a donation or contribution of funds from the Fabius Pompey Sports Boosters.

INSTRUCTIONS

1. Team donations and contributions are intended to help improve Fabius Pompey's sports program and provide durable and reusable equipment and other tools and opportunities that might not otherwise be available from the school district, with the goal of benefiting as many Fabius Pompey student athletes as possible. As such, donations and contributions will **not** be made for:
 - a. costs related to season end celebrations, senior nights or similar parties or events;
 - b. shoes, clothing, bags or other gear intended to be kept by individual athletes after the season; or
 - c. league or tournament entry fees¹.
2. Multiple requests per season from the same team may not be granted.
3. Any team-designated fundraiser funds (ex. *Pompey Farm Days*) that a team may have on account with Sports Boosters must be used prior to requesting a donation/contribution.
4. Please include a copy of all relevant receipts/invoices with Team Request Form.
5. Team Request Forms must be submitted to the Sports Boosters' mailbox in the High School office.
6. Team Request Forms are collected, held and reviewed during Sports Boosters' monthly meetings (usually held 3rd Mon. of each month Sept. thru June). Team Request Forms should be submitted one (1) week in advance of a meeting for consideration at that meeting.
7. Approved donations and contributions will be made by a check paid to the supplier, or as an alternative where necessary to the team's "account" at the school. Payments to individuals to reimburse prior purchases will be considered on an exception-only basis. Payments will generally be issued within one (1) to two (2) weeks from approval.

REQUESTING TEAM NAME: _____ (ex. *Boys Varsity Soccer*)

AMOUNT REQUESTED: \$ _____ DATE FUNDS NEEDED: _____

PURPOSE OF DONATION/CONTRIBUTION: _____

TEAMS/SPORTS THAT WILL BENEFIT FROM DONATION/CONTRIBUTION: _____

(ASST.) COACH SIGNATURE: _____ DATE OF REQUEST: _____

SPORTS BOOSTERS SIGNATURE: _____ DATE OF APPROVAL: _____

¹ If a student is unable to afford such fees due to financial hardship, the Coach may contact the Sports Boosters' President to confidentially request a scholarship for that student.