



# 2018-2019 Team Purchases Planning Form

Team Name \_\_\_\_\_

This form is an agreement between the Athletic Director, Coach, and Team Representative, regarding what the financials needs of the team for this season. Funds to meet these needs can earned through profit sharing in the following areas: Sponsorships, Sports Program Ads and Concession Sales. Fundraising in the form of athletic competitions outside of these guidelines must be approved by the AD, Principal and School President.

Prioritized list of Acceptable Expenditures:

- Team Equipment
- Practice Uniforms
- Game Day Meals
- Team T-Shirts
- Any remaining funds after these needs have been met may be used for team gatherings and recognition.

**ALL FUNDS MUST BE SPENT by MAY 31** of the following year, funds not spent will be absorbed into the general booster fundto support athletics as a whole. If there are items needed for the following school year, please consult with the Athletic Director.

Your Name: \_\_\_\_\_

Your Coach: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

### Targeted Expenditures:

Expenditure Description	Estimated Cost
<b>TOTAL:</b>	

### Revenue Goal:

Profit Sharing(sponsorships/Ads)	\$ _____
Concessions	\$ _____
Donations/Other	\$ _____
<b>TOTAL</b>	\$ _____

### Signatures for Approval:

Team Coach: \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date \_\_\_\_\_

Team Rep: \_\_\_\_\_ Date \_\_\_\_\_

Team Account Balances can be obtained by emailing the Booster Club Treasurer, Danielle White - [flag94@icloud.com](mailto:flag94@icloud.com). Prior to purchases of any kind please email your AD, then follow the proper procedures.