



# 2016-2017 Team Purchases Planning Form

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

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

Prioritized list of Acceptable Expenditures:

1. Equipment
2. Practice Uniforms
3. Game Day Meals
4. Team T- Shirts

★Any remaining funds after these 4 needs have been met may be used for team gatherings and recognition.

- **ALL FUNDS MUST BE SPENT BY May 31st** of the following year at which time they will be absorbed into the general booster fund. If there are items needed for the following school year, please consult with the Athletic Director.

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

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

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

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

**Targeted Expenditures:**

**Revenue Goal:**

Profit Sharing(sponsorships/Ads)	\$ _____
Concessions	\$ _____
Donations/Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</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. Prior to purchases of any kind please email your AD, then follow the proper procedures.