



**BENJAMIN FRANKLIN HIGH SCHOOL
ATHLETIC ASSOCIATION**



Coaches Requisition / Request Form

As an Athletic Booster Club, our goal is to help in the advancement, achievement, and enjoyment of all athletes and their respective sports. Our intention is to show no favoritism to one sport over the other and to make our services and funds available as needed whenever possible.

By submittal of this form to the **Athletic Director** a coach may request assistance in procurement of auxiliary equipment or team enhancing items not covered in that sports team budget. Please note that funds may be limited and that all request must be made through the Athletic Director and then **approved by the "Executive Committee"** of the Ben Franklin Athletic Association.

The Booster Club encourages each coach to help in promoting the "Booster Club" by asking parents of their athletes to become members of the "Booster Club". The larger our Association becomes the better we can help provide assistance to the Athletic Teams of Benjamin Franklin High School.

Examples of possible request might include but are not limited to: _____ team banner / flag, special awards such as District Champion patch, game socks, tennis or golf balls, E-Z up tent, specialized training equipment, batting gloves, knee / shin / elbow pads, etc.

Request must be approved by "Executive Committee" before purchase is made.

Coach's Name: _____

Team / Sport Requesting: _____

Item(s) Requested: _____

Estimated Cost: _____

Preferred Vendor / Brand (optional): _____

Brief description of why item needed: _____

Approval Signature of Executive Committee: _____

Date Approved: _____