



PORTA Sports Boosters

Coaches Request Form

Coaches are asked to fill out the request form at least one week before the next PORTA Sports Boosters meeting. This allows the Boosters to have time to act on the request at the next meeting. These meetings are normally held on the first Wednesday of each month in the PORTA High School commons at 6 p.m.

Please return the request to the Booster mailbox at PORTA High School and inform the Booster president that a request has been made at the email address listed on the Booster web page (www.portasportsboosters.org) or email the request to the Booster president. Coaches will still need to come to the next scheduled PORTA Sports Boosters meeting to present the request as well.

Description of the Item/Request: _____

How will this Item/Request benefit your PORTA team: _____

Will the requested Item remain the property of PORTA: _____

If the Item is a type of uniform, when is the next scheduled uniform rotation: _____

Total cost and amount requested from Sports Boosters: _____

Date the Item/Request is needed: _____

PORTA Sports Boosters provides additional financial support to PORTA athletics beyond the responsibility of the school district. To ensure a request is not the responsibility of the district, all requests should be submitted to the PORTA Athletic Director for a funding recommendation. Final decision of a request will be made at the discretion of the PORTA Sports Boosters.

To help raise sufficient funds for coaches requests, Sports Boosters requires parents and/or athletes to work concessions or other fund raising activities. A coach making a request will normally be required to assist in recruiting parent and athletes to work these events.

Events to be worked: _____

Sport: _____

Coaches Signature: _____

Date of Request: _____

Athletic Director Signature: _____

Coaches Signature
and comments: _____
