



TKATHLETICS

TK Athletic Booster Request Process

2018-19 Process Defined



What do the TK Athletics Provide?

- The TK Athletics Boosters provide tangible sports equipment for TK sports programs that can be used by a program for a sustainable time period.
- Items include and are not limited to: Team Jerseys and Warm Ups, Program Specific Training Supplies, Program Specific Stadium/Arena Equipment, Athletic Concession Equipment, Athletic infrastructure (i.e. sheds, sport specific press boxes, organizational structures) and Athletic Department Game Management Equipment.
- They do not provide one time team trip expenses, coaching staff salaries, one time purchases use by part of a team or individuals.



TK Athletic Booster Request Procedures

1. Program coach contacts via email TK Athletic Director/TK Athletic Booster President announcing a request for a needed item(s) to be purchased by the TK Athletic Boosters. Sets date to be added to Booster Meeting Agenda.
2. Program coach creates a visual presentation that answers these questions:
 - a. What are you requesting?
 - b. Rational for item listed in detail.
 - c. Visual example - jersey sample, picture or video of equipment
 - d. Quotes from (2) Vendors - Athletic Office can help provide trusted vendors if needed - Provide durability rational if jersey purchase.
3. Program coach presents request at desired TK Athletic Booster Meeting
4. TK Athletic Boosters votes at next meeting, unless purchase is under \$2500, voted on immediately.

Example of TK Athletic Booster Request



TK Boys and Girls Cross Country

New Warm Up Request



Example of TK Athletic Booster Request

Rational: The TK Boys and Girls XC teams have not had new warmers in 14 years or more. They currently look like this:



Example of TK Athletic Booster Request

TK Boys and Girls Cross Country

**Requests the Adidas 2018 Warm Up Jacket and
Pant**



**(See Example -
Bring example to
meeting)**



Example of TK Athletic Booster Request



TK Boys and Girls Cross Country

Requests the Adidas 2018 Warm Up Jacket and Pant Quotes from Gazelle and Johnny Macs

Johnny Mac's
SPORTING GOODS
YOUR "HOME TEAM" STORE

123 Moon Street
London
SW1
United Kingdom

Tel. 0208 555 5555
Email info@abctradings.com
Website <http://www.abctradings.com>

QUOTE

Ancaps Limited
Attention: Joe Soap
3 High Street
London
SE1
United Kingdom

Quote Number QTE4
Date 17-03-2013
VAT Registration No. 123456465798
Reference PO 27687



1e

Invoice

Date August 29, 2013
Invoice # INV-0000
Customer ID [ABC12345]
Purchase Order # 12345678
Payment Due by September 28, 2013

Bill To:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

Ship To (if Different):

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

Salesperson	Shipping Method	Shipping Terms	Payment Terms	Due Date	Delivery Date
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