



SALEM ATHLETIC BOOSTER CLUB



Dear Coach:

Each year the Salem Athletic Booster Club assists our Salem High School teams in covering their end of season banquet costs. We contribute toward meal costs for players and coaches and also help with trophy costs. See the attached information regarding trophies.

We will contribute up to \$12 per meal for the high school athletes, all board-approved coaches and their spouses, trainers or managers who are listed by the Salem High School Athletic Department, Salem's Athletic Director, and your videographer. We will not pay for meals for those who make reservations and then don't attend the banquet, so please be sure participants know they are responsible for their meal costs if that happens.

We request that you recognize the Salem Athletic Booster Club's contribution to the banquet within your printed banquet program, as well as in your remarks during the banquet. We try to have a representative from our board of directors attend each athletic banquet.

In order to receive Athletic Booster Club funds for your banquet, please complete the bottom part of this sheet and bring it to our meeting preceding your banquet date. If you are not able to attend our meeting, you may send your assistant coach or ask SHS Athletic Director Todd Huda to make your banquet request in your absence. As you know, we meet the third Wednesday of each month in the high school cafeteria at 7:00 p.m.

Coach _____ Team _____

Name and Phone Number of Person Coordinating the Banquet for your team:

_____ Phone _____

Banquet Location _____ Date _____ Time _____

Booster Check should be made payable to: _____

(Note: We pay the restaurant or caterer)

Number of Athletes who have confirmed they will attend:

Grade 12 _____ Grade 11 _____ Grade 10 _____ Grade 9 _____

Board-Approved Coaches and their spouses, team manager, trainer and videographer who have confirmed they will attend: (Please continue on back if needed)

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

Total Number of Meals to be Reimbursed: _____