



CHS ATHLETIC BOOSTER CLUB
REQUEST FOR TEAM MONIES

Directions: Complete the form below and give to the Athletic Booster's Treasure or President. Please allow at least one-week to get checks written (as they require two signatures).

Date:

Head Coach:

Sports Program:

Amount of Request:

Purpose (Attach Receipts if Available):

Who should be contacted once the check is ready?

Name:

Phone #:

Head Coach's Approval

Date

CHSAB Treasurer's Approval

Check #

Check Amount:

Date :

Check Received By

Date



CHS ATHLETIC BOOSTER CLUB

ATHLETE OF THE MONTH SUBMISSION FORM

Directions: Complete the form below and email it to the President* or place it in the Athletic Booster's box in the school office by the 25th of month prior to the month that your sport has been scheduled. Example - December posting must be in by November 25th.

Date:

Coach:

Sport's Program:

Boy's Girls'

Athlete's Full Name:

Grade:

GPA:

GPA is not required; although we would like to see it included. Contact the Registrar for the athlete's GPA.

Criteria:

*2006-07 Athletic Booster President:

Julie Lyster

Email: Julie@stagedhomes.com

Phone: (925) 639-0896



CHS ATHLETIC BOOSTER CLUB ACCOUNT USE AGREEMENT FORM

The CHS Athletic Boosters (CHSAB) agrees to allow:

- Sport's Program/Team Name _____
to use the CHSAB bank account for holding funds earned by this program.
- CHSAB will pay debts from funds on hand in accordance with the properly approved "Request for Team Monies" form is submitted.
- Throughout the season, per the monthly financial reports provided at the General Meeting, and at the end of the season (if requested), CHSAB will provide a record of all deposits, debits, and fees.

In return, the CHS Team and Head Coach agree to:

- Properly prepare deposits (cash wrapped in appropriate bundles, checks added together and an adding machine tape provided) and provide a detail of the deposit.
- All deposits are to be given to your board member contact (for the 2005-2006 school year).
- Complete a "Request for Team Monies" form in order to request funds.
- In sure accounts have sufficient funds prior to requesting any monies.
- Pay banking fees associated with insufficient funds or processing large deposits (Washington Mutual charges fees for deposits with a large number of checks).
- Provide CHSAB with a minimum one-week to process a "Request for Team Monies". (Please note checks do require two signatures.)

CHSAB President or Treasurer

Date

Team/Program Head Coach

Date



CHS ATHLETIC BOOSTER CLUB

AWARDS FORM

Directions:

1. Make arrangements for site and date.
2. Order end of season awards from 3D Embroidery and Graphics. Allow a minimum of 10-14 days to get awards, if possible.
Contact: Alfonso Munoz, phone: 429-0512; email: sales@3dembroideryandgraphics.com
3. Attach to the back of this sheet your team roster broken down by letter winners and participant winners. Also indicate who receives the Scholar Athlete awards (see the Registrar for a GPA report). See the Athletic Awards section of the manual for details.
4. Also attach the "Special Award – Varsity Letter" application forms for those athletes that may be applying for their Gold or White Block "C".
5. A copy of this form and all attachments needs to be given to the Athletic Director and the Athletic Booster's Vice President. Please do so as soon as possible allowing enough time to get all awards ready in time for your event (try to allow a minimum of 10-14 days).

Date Submitted:

Head Coach:

Sport's Program:

Coach's Phone #:

Date of Awards Night:

Time of Awards Night:

Place event will be held:

Some of the awards that teams have given include: Most Valuable (MVP), Most Improved, Most Dedicated, Most Inspirational (the team votes for this recipient), Spirit-Sportsmanship, Team Captain.

Boys'

Award Name	Varsity Recipient	Award Name	JV Recipient	Award Name	Freshman Recipient



CHS ATHLETIC BOOSTER CLUB

AWARDS FORM

AWARDS RECIPIENT LISTING (continued)

Girls'

Award Name	Varsity Recipient	Award Name	JV Recipient	Award Name	Freshman Recipient

*Please note that the Athletic Booster's will only pay for four awards per team (Varsity, JV, etc.). If extras are ordered, your team must pay for these. If you don't have a freshmen team, you don't get those awards.

RECORDS

In the space below, or on a word-processing document, list new records set this year. Be specific as to person, new record and old record.

ACHIEVEMENTS AND HISTORY

Other than new records set, list team and individual achievements and a brief historical statement. Achievements can include milestones in points scored, high placements in NCS events, winning league or best placement in league. We hope this information will become part of the written history of Concord High and every team should have something to offer. Please attach a word-processing document and email a copy of it to the Athletic Booster's Vice President.

