

COACH ACTIVITY PLAN CHECKLIST (SAF#9)

PREPARED BY THE COACH

- Include description of activity, ensure activity/fundraiser has prior approval if necessary using the SAF #12 form Athletic Fee Collection Approval Form.
- Construct an inventory list of what is already available for the activity, and make a list of what is still needed.
- Make a roster with the full name of all the students and coaches participating in the activity.
- Compile a list, with name and unit price, of the items that need to be ordered/purchased for the activity.
- Submit an Activity Authorization Request Form to your school's designated Athletic Director (AD). Please note that before any activity request is communicated to the parents **it must FIRST be approved by your AD.**
- Once you received the AD's approval, send a letter to the parent requesting authorization for their child/ren participation, and also inform them of the related cost associated with the activity. Full description of what the fees cover must be included in the parental consent correspondent.

PREPARED BY THE ATHLETIC DIRECTOR

- Check sport/account balance to make sure it will cover what will be needed for the activity.
- Check with secretary to ensure all outstanding checks are cancelled and the balance is a true balance of the activity account.

PREPARED BY THE SECRETARY

- A check request form must be completed and it should be attached to the copy of the invoice, and a copy of the check.
- Specify whether any type of donation was or will be received for the activity in consideration. The letter must include the type and/or amount of donation; name of the donor; date of donation; and signature of the donor.

