

Entry Fee Request for Payment

Requestor Information (PLEASE PRINT CLEARLY)

Requestor Name:		School:	
Phone Number (Include Area Code):		Name of Event Attending:	
Date of Event:		Sport:	

Please indicate the number of teams in the following blanks (for team sports) OR number of athletes for each division (for cross-country, golf, swimming, tennis, track & field, wrestling):

_____ Varsity Boys _____ Varsity Girls _____ JV Boys _____ JV Girls
 _____ Freshmen Boys _____ Freshman Girls _____ Other

Total Amount Requested for Payment:			
Name of Event Contact Person:			
Check Made Payable To:			
Mailing Address To Send Check:			
Street/PO Box	City	State	Zip Code

Head Coach's Signature

Date

Athletic Coordinator's Signature

Date

- Requests must be submitted by coordinators via email to NotifyAthletics@dallasisd.org.**
- Coaches must contact the Department of Athletics IMMEDIATELY if the event is cancelled, if the fee has changed, or if the head coach decides not to attend the event.
- Coaches must also submit a copy of the meet/tournament invitation to include the following information: event name, contact person's name, address, and fee amount.
- Please contact the Department of Athletics at (972) 749-2450, for questions.