

BLACK BUTTE SCHOOL DISTRICT No. 41
PO Box 150
Camp Sherman, OR 97730
(541) 595 – 6203

PAY TO PLAY REIMBURSEMENT PROGRAM

Contract of Understanding

Requirements to be eligible for reimbursement:

1. Reside within the boundaries of Black Butte School District.
2. Participate in 5th-8th grade Sisters Middle School/SPRD-sponsored sports or participate in 9th-12th grade Sisters High School-sponsored sports.
3. Submit a formal written letter of request to the Black Butte School Board (follow guidelines on attached page).
4. Present the letter in person to the Board at the regularly scheduled monthly meeting no earlier than one month prior to the seasonal sport and no later than three months from the conclusion of the sport (extensions may be granted if extenuating circumstances arise; contact school if extension is needed). ALSO: Bring along 7 copies of your letter to leave with Board members and District Clerk.
5. Submit this form at the meeting. This is your Contract of Understanding.
6. Submit a receipt verifying participation or payment.
7. Comply with the rules and regulations of the agency sponsoring the sport.

We, the undersigned, request a reimbursement in the amount of \$ _____ for a Pay to Play fee for the sport of _____.

We, the undersigned, understand that the Pay to Play Reimbursement Program is a privilege and could be discontinued at any time due to funding constraints. In addition, funds may be denied to a student for failing to meet the requirements of this agreement (outlined above), including failure to complete the season. Failure to complete the season due to disciplinary action will result in the student being denied reimbursement for the next (1) sport being requested.

We, the undersigned, understand the terms of this Contract of Understanding.

Student Name – printed

Student Signature

Date

Parent Name – printed

Parent Signature

Date

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PAY TO PLAY LETTER/PRESENTATION GUIDELINES

Your request for payment of Pay to Play fees is comprised of three parts: The Contract of Understanding, your letter of request, and your presentation to the School Board. Each of these three components is a chance for you to represent yourself favorably. It is expected that you will carefully prepare and present each part.

- A. The Contract of Understanding: Use ink. Print legibly. The Contract of Understanding is to be given to the Board Chairperson at the time of your presentation of the letter.
- B. The Letter: Type your letter using proper letter format, given below.

Date

Greeting: [Dear School Board Members:]

Paragraph 1: Introduce yourself and briefly state the letter's intent.

Paragraph 2: Explain why you are making your request. Expand on the importance to you of participation in this sport.

Paragraph 3: Thank the School Board for its consideration of your request.

Closing, [Sincerely,]

Your Signature

Also, proofread your work. Check for proper word usage, spelling, and punctuation errors. Fix any errors. Present a clean, error-free letter.

- C. The Presentation: You will appear before Board members at a regularly scheduled School Board meeting. Be on time. Dress neatly (no sloppy clothes, remove hat). Do not chew gum. After you hand out copies, you will read your letter aloud.

Reminder: The Black Butte School Board generously funds your Pay to Play fees. It is important that you demonstrate both your respect and your gratitude for their generosity. Show your pride in yourself and your community by presenting a quality package: Your Contract of Understanding, your Letter, and your Presentation.