

SCGSCA

Suffolk County Girls Soccer Coaches Association

Awards Dinner Payment Procedures:

- 1. Submit paperwork to school district if school pays for coaches and/or players.** (Attached – page 2)
- 2. Hand out letter to players** (Attached – page 3)
- 3. Collect all money from your players**
- 4. On the night of dinner hand me 1 envelope with all forms of payment inside and the following information written on the outside:**
 - a. Name of school**
 - b. Number of guests attending**
 - c. Amount enclosed**
 - d. Amount due & when/how we will be receiving the balance**
- 5. I will have receipts available that night if you need to be reimbursed.**

**Thank you,
Jesseca**

SCGSCA

Suffolk County Girls Soccer Coaches Association

****FOR SUBMISSION TO SCHOOL DISTRICTS ONLY****

Annual End of Season Awards Dinner

November 26, 2019

Villa Lombardi's

877 Main Street

Holbrook, NY 11741

6:30pm

\$45 per person

Checks made payable to: **SCGSCA**

Checks to be mailed to:

SCGSCA

c/o Jesseca Kulesa

5 Westbrook Lane

Smithtown, NY 11787

Jesseca Kulesa
Treasurer

SCGSCA

Suffolk County Girls Soccer Coaches Association

Dear

Congratulations! You have been voted by the Suffolk County Girls Soccer Coaches Association to receive an award at the annual end of season awards dinner. The dinner information is below. Please let your coaches know by Nov. 8th how many guests will be accompanying you to the dinner. Your coach will collect the money for this event. As many awards are given out this night, please try and keep to a two guest minimum.

Checks can be made payable to: SCGSCA

Return your check to your coach.

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\$45 per person**

Congratulations again. We look forward to seeing you on Nov. 26th.