

**Sample Request Form
Your Letterhead Goes Here**

The Brick Sport Central
11847 Wayne Gretzky Drive North
Edmonton, AB, T5B 1Y2
Phone: 780 477 1166
Fax: 780 474 9982
Email: thekid@sportcentral.org

Date: _____

Sports Equipment Request:

The _____ family (child's last name please) is in need of sports equipment to meet the family's seasonal recreational needs. The following equipment is required: (i.e. ice skates, soccer shoes etc.).

Name(s) First & Last	Date of Birth	Type of Equipment Requested
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

I will inform the family that they must call The Brick Sport Central and set up an appointment time.

Bicycle Request:

The _____ family (child's last name please) is in need of **bicycle(s)**.

Name(s) First & Last	Date of Birth	Needs Helmet?	Weight	Height	M or F
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

We will call you when the bike is ready; there is usually a wait list.

Contact person when bike(s) are ready: _____ Phone: _____
(Parent / Guardian / Worker please circle)

Thank you for your support in helping our families meet their recreational needs.

Sincerely,

(Child Welfare Worker/Teacher/Community League Personnel/Clergy etc.)

Print Name of Worker

Job Title

Contact # of worker

Please note, requests that do not include the signature, job title, and contact number of the referring official, and/or do not include birthdates for the client will be declined. Full hockey requests also require proof of registration with a Hockey Alberta sanctioned club or program.