AYSO Outside Services Request Form

Authorization to provide services
will be subject to both AYSO National
and Region Approval. Approval must be received prior to payments issued.

S/A/R Contact Information Required

This section is for your contact information so that we can reach out if additional information is needed and to inform of approval. Vendor details will be collection in section 3.

1. Requester Name *

   _____

2. Requester email *

   _____

3. Requester Phone *

   _____

4. What Section/ Area/ Region Number is this request for? *

   _____

Vendor Details

The questions that follow relate directly to the vendor you intend to hire and the services that they will be providing.

5. **What services will this vendor be providing?** *

Check all that apply.

- ☐ Field Services (Surveying, Painting)
- ☐ Field Maintenance (Landscaping, Mowing)
- ☐ Food Services (Food Cart, Concession Stand)
- ☐ Financial Services (Bookkeeping, Accounting)
- ☐ Player Support (Coaching, Training)
- ☐ Referees
- ☐ Professional Services (Legal, Marketing)
- ☐ Camps/Clinics (For Players/Youth)
- ☐ Camps/Clinics (For Adults)
- ☐ Other: _____

6. **Vendor Name/Company Name** *

_____

7. **Vendor Street Address** *

_____

8. **Vendor City** *

_____

9. **Vendor State** *

_____

10. **Vendor Zip Code** *

_____

11. Vendor Contact Name *

_____

12. Vendor Contact Phone *

_____

13. Vendor Contact Email *

_____

14. Has the vendor supplied their W-9 to the region? *

Mark only one oval.

◯ Yes

◯ No

15. Vendor Tax ID (if known)

_____

Engagement Details

This information will be used to generate a Paid Services Agreement. Please supply the following information that you have agreed to with the vendor.

16. Agreed Fee *

_____

17. Fee is per *

Mark only one oval.

- ( ) Hour
- ( ) Week
- ( ) Session
- ( ) Month
- ( ) Year
- ( ) Other: _____

18. Minimum Hours Agreed

_____

19. Payment Terms *(Number of days from the date of the invoice)*

_____

20. Are there any special considerations for the contract?

_____

_____

_____

_____

_____

Google Forms