



<p><b>DO NOT FILL OUT</b></p> <p>DATE: _____</p> <p>DOC OK – Y/N _____</p> <p>FIN OK – Y/N (____) _____</p> <p>APPROVED / DENIED _____</p> <p>_____ SIGNATURE BOARD</p>
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## Request for Support – GISST

<b>Name of Requestor</b>						
<b>Name of Event</b>						
<b>Date of Event</b>						
<b>Grade/s</b>						
<b>Number of Attending Students (planned)</b>						
<b>Amount Requested</b>						
<b>Support Category [Check the appropriate]*</b>	A		B		C	

**In order for the application to be processed, you must hand in the following documents:**

1. Completed request form
2. Parent’s letter (final or evaluated draft)
3. List of names of attending students (if not available, check this box )
4. Detailed cost estimate with clear indication of categories (travel costs, etc.)

**The Friends of B.I.S. supports a maximum of 50% of the travel costs. This amount must not exceed 250€. Basis for the calculation of support and final deduction is the number of students attending and absolute number of students that have attended.**

**\*Support Categories**

- A – near to Berlin (max. 5€/Student)
- B – up to 200km from Berlin (max. 12.50€/Student)
- C – more than 200km from Berlin (max. 25€/Student)

**DATE:** \_\_\_\_\_

REQUESTOR	DIRECTOR	PRINCIPAL
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