



DO NOT FILL OUT
DATE: _____
DOC OK – Y/N _____
FIN OK – Y/N (_____) _____
APPROVED / DENIED _____
_____ SIGNATURE BOARD

Request for Support – Field Trip/Event

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