Form 261

Request for Board Financial Support

School Name:_____

School Contact:_____

Event:_____

Event Address:_____

Event Dates: _____

Distance Travelled (one-way):_____

Number of Supervisors and Names:_____

Number of Competitors:_____

Cost Breakdown:

1. Transportation — Method & Company: _____
   Cost of Return Trip: _____
2. Hotel
   - **a.** Hotel Name & Address:_____
   - **b.** Number of Nights: _____
   - **c.** Number of Rooms: _____
   - **d.** Cost per Room: _____

   Total Hotel Cost (bxcxd):_____
3. Food — Cost/day x no. of people x no. of days: _____
4. Competition Entry Fees: _____

TOTAL COST (Transportation + Hotel + Food + Entry Fees):_____

Money Raised:

1. Competition / Entry fees received from students: _____
2. Donations / Sponsorships received: _____

Shortfall Requested:

Total cost **minus** sponsorships, donations and competition / entry fees collected:_____

Maximum financial support will not exceed $2,000 per event nor $200 per participant

Signature: _____
Principal

Date: _____

Signature: _____
Superintendent of Corporate Services

Date: _____