

National Student Competitive Activity Request for Funds

(To be utilized for national student competitive activities only.)

*Form must be submitted electronically through email and the original signed copy mailed or scanned and sent **electronically** to the office of Executive Director.*

1. Limited funding.
2. Funds are limited to \$3,000 per school per national event being calculated at an allotment maximum of \$300 per participant. For example if a school has a state winner advance to nationals with two students and the teacher attending, the allocation for this activity would be \$900.
3. These total district allocation for national student competitive activities travel is \$100,000. Once these funds are depleted and if additional funds are needed, we will then need to make a request for additional allocations from the School Board before fulfilling any additional requests.
4. On applications for **National Activities**, only 1st place state winners will be considered.
5. Forms (Request and cost sheet) must be **completed fully** for consideration and **signed** and submitted by school principal. You must submit the SIGNED copy electronically.
6. National activities can only be for **FIRST** place state or higher competitive activity winners. Must be a competition with a clear state winner. If the state gives out multiple first place winners, this will not be eligible for funding.
7. Request should include a list of all advisors and students involved in activity. Cannot be used for chaperones that are not employed by HCS.
8. Registration request cannot include other items such as shirts or even parking away from site of competition.
9. Please make sure to itemize all expenses thoroughly, for consideration.
10. Please remember, that upon approval funds will be transferred to your school in an account for utilization.
11. Any expenditure must be made and invoiced by **June 30, 2015** in order for them to be paid by the district. This means that if you have a trip that takes place after June 30, it cannot be funded with this years funds.
12. For teams where the registration fee is greater than \$10,000, these requests will be presented to the Board for special consideration. The Board may fund up to 50% of registration fees if approved. This would allow the Board the governance to address special situations.

National Student Competitive Activity Request for Funds

Name of Student Organization: _____

School Name: _____

Principal Name: _____

Type of Activity: _____

Location of Activity: _____

Number of Participants: _____ District Employees: _____ Students: _____

Activity Dates:

	Travel Begins	Activity Begins	Activity Ends	Travel Ends
DATE				
TIME				

Expense Breakdown:

<u>Type of Expense</u>	<u>Amount of Request</u>	
Air Fare		Number of Fares=
Rental Cost for Ground Transportation (Activity Bus, Rental Car, Charter Bus, etc.) <i>Please remember that if you request rental car that you will also need to request for gas.</i>		
LODGING <i>(If requesting lodging, a list of everyone attending must accompany request.)</i>		No. of nights= No. of Rooms= Hotel Name:
Registration Fee		Cost per student= Cost per team=
MEALS (Based on Federal per diem table)		
Gas for rental car		
TOTAL AMOUNT REQUESTED FOR THIS TRIP:		

ADMINISTRATION SIGNATURE		DATE
PRINCIPAL:		