



REQUEST FOR DISTRICT FINANCIAL ASSISTANCE

DATE: _____

Please complete the following information related to the activity you are requesting. Per Board Policy 120, the building administrator, District-office administrator and the Director of Business Operations must approve all requests for financial assistance. Return the completed form to your building administrator or department secretary, who will obtain the required approvals. A final copy will be returned to you as quickly as possible. This form must be submitted at least 1 month prior to the event.

Please review Board Policy 120 &122 prior to submission of the request, to ensure the request is eligible for funding.

1. Is this event sanctioned by the State of Delaware, Delaware Department of Education or the Cape Henlopen School District? **YES** **NO**
2. If the answer to Question #1 is NO, you may not request funding
3. If the answer to Question #1 is YES, Please complete the following information:

ADVISOR/GROUP LEADER: _____ **PROGRAM:** _____

SCHOOL: _____ **NAME OF THE EVENT:** _____

LOCATION OF EVENT: _____ **DATES OF ACTIVITY:** _____

DESCRIPTION AND PURPOSE OF THE EVENT: _____

AMOUNT REQUESTED (\$500 Max.) _____ **NUMBER OF STUDENTS PARTICIPATING:** _____

ADVISOR/GROUP LEADER: _____

BUILDING ADMINISTRATOR: _____ **DATE:** _____ **APPROVED Yes / No**

DISTRICT ADMINISTRATOR: _____ **DATE:** _____ **APPROVED Yes / No**

DIR. OF BUSINESS OPS.: _____ **DATE:** _____ **APPROVED Yes / No**

SUPERINTENDENT: _____ **DATE:** _____ **APPROVED Yes / No**