



Verein der Eltern und Freunde
der John-F.-Kennedy-Schule zu Berlin e.V.
Society of Parents and Friends
of the John F. Kennedy School Berlin e.V.

John-F.-Kennedy-Schule Teltower Damm 87-93 • 14167 Berlin

FINANCIAL SUPPORT REQUEST FORM FOR TEACHERS AND STUDENT ORGANIZATIONS

REQUEST INFORMATION

Your contact information, including e-mail address:

Project / Trip (description and benefit):

Date of project / trip:

Application was approved by which administrator:

Requested funds (if you have a quote, please include it):

Other funding sources (school budget, personnel costs budget, Trust Fund, bake sale):

How many people (students USA/D, teachers) will participate / benefit?

PAYMENT INFORMATION

Is an advance payment required?

Are invoices to be paid directly by the VEREIN? (if so, the VEREIN must appear as invoice recipient)

Payments should be made to:

International Bank Account Number (IBAN):

Bank identifier code (BIC):

PLEASE NOTE

Form (plus attachments) can be e-mailed to: info@theverein.de or dropped into the VEREIN mailbox, located in the high school teachers' lounge. Apply for financial assistance before you purchase or pay for anything and please wait for our feedback. Please contact us if you need help with your application. Feel free to provide additional information or present your project in person at one of our board meetings. **Keep all receipts and other relevant documents.** Invoices to be paid by the VEREIN need to be sent to us in a timely fashion. Please help the VEREIN by mentioning our support to the parents.

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492, Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.de, email: info@theverein.de President: Tracey Tober, Vice President: Katrin Lührs, Treasurer: Buck Chisolm, Secretary: Melissa Cattarius **Bankverbindung: JFKS Verein, DKB, IBAN: DE73 1203 0000 1020 1856 49, BIC/SWIFT: BYLADEM1001**

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