



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,

www.theverein.com, email: info@theverein.com President: Tracey Tober, Vice President: Katrin Drakulic, Treasurer: Buck Chisolm, Secretary: Eva El-Alfy
Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBEXX

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