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

IMPORTANT INFORMATION – (1) Apply for financial assistance BEFORE you purchase or pay for anything and please wait for our feedback. (2) Requests should be received a MINIMUM of two (2) weeks before the expected project date to allow the Verein Board sufficient time to provide proper consideration. (3) Feel free to provide additional information or present your project in person at one of our board meetings.

REQUEST INFORMATION (Type all entries or print neatly):

Name:	Email:

Description of project and benefit to school:

Date of trip or start of your project:

Number of people (US or German students, teachers, ES/HS) who will participate / benefit?

Total estimated expense (provide invoice/offers if available) €

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

Funding requested from Parents Verein: €

Approval from JFK administration (printed name and signature):

PAYMENT INFORMATION:

Is an advance payment required (Yes/No)?

Payments should be made to (name on account):

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IBAN Bank Code Account No.

Note: If payment is to be made directly by the Verein then our name and address as given above must appear on the invoice.

SUBMISSION OF REQUEST: Email this request, plus attachments, to: info@theverein.com or send by post to our address (above).