Club Name: ________________________________  Date of Request: __________________________

Contact: ____________________  Phone No.: ________________  E-Mail: __________________

Contact: ____________________  Phone No.: ________________  E-Mail: __________________

*Each club may make one Special Request each academic year.* It is advisable that you provide accurate information to the Sport Clubs Council. This includes exact mileage or cost of transportation, lodging costs, etc. If you are requesting a specific piece of equipment, please provide a copy of a catalog that contains the item. *Your ability to provide detailed information will impact the Council’s decision for funding.*

Total Amount of Request

$ __________

Total funds obtained through fundraising/donations this year

$ __________

Please describe the purpose of this request.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Describe the fundraising activities your club has completed this year.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Describe the fundraising activities your club still has planned.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

What has your club done to control costs this year?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
SPECIAL REQUEST
SPORT CLUBS

Travel to National Championships

Name of event ____________________________________ Location_______________________________

Event dates ___________ to ___________ Travel dates ___________ to ___________

How many competitors will be attending the event? ________________________________

What is the event entry/registration fee? ____________________________________________

Hotel Costs: ***Please research varying rates and attach multiple quotes***
Hotel #1 ____________________________________
# of nights ________ # of rooms ________ Room rate $______ TOTAL $_________

Hotel #2 ____________________________________
# of nights ________ # of rooms ________ Room rate $______ TOTAL $_________

Does your governing body require you to stay at a host hotel? Yes No
Does your club have males and females attending this event? Yes No
If yes, how many males? _______ Females? _______

Vehicle Rental: ***Please research varying rates and attach multiple quotes***

Vehicle Company #1 _____________________________
# of vehicles ________ # of days ________ rate $______ TOTAL $_________

Vehicle Company #2 _____________________________
# of vehicles ________ # of days ________ rate $______ TOTAL $_________

Gas: total miles per vehicle_______ # of vehicles ________
project total cost based on current gas prices_____

Is the club flying to the event? Yes No
If so, what airport are you flying from? ______________ Flying to? ______________
If flying are you renting vehicles? Yes No
If so, what is the one-way distance to and from the airport? ___________________________

Miscellaneous (tolls, parking, etc): ___________________________________________
Please provide any other information that might be important as it relates to this request.
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________