

Club Name: _____ Date of Request: _____

Contact: _____ Phone No.: _____ E-Mail: _____

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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?



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.

