

# BOWEN STATE HIGH SCHOOL

## Parent & Citizens' Association



1-9 Argyle Park Rd  
Bowen Q 4805

### APPLICATION FOR FINANCIAL ASSISTANCE GUIDELINES FOR TEAMS AND GROUPS

The P & C Association considers students to be our Ambassadors in the community. Our Association is pleased to provide financial assistance to students representing the School in various fields of endeavour at school affiliated events.

#### CRITERIA

- These activities will be endorsed by Education Queensland or at the discretion of the School. Sporting activities will be those sanctioned by Queensland Secondary School Sport and other events endorsed by the Physical Education department in consultation with the Principal. Academic and cultural activities will be those determined by the relevant School departments in consultation with the Principal.
- The team or group must be representing the School at a **school affiliated event** in sport, academic or cultural activities. The team or group will not be representing another group or organisation. A school affiliated event specifically excludes excursions.
- A recommendation for assistance will also be based on all Students' status in relation to the Responsible Behaviour Plan for Students.
- No application will be considered while there are any outstanding School fees, required contributions or money owed for other School items or resources unless a Principal endorsed payment plan is in place.
- These criteria must be met up to and including the event.

#### PROCESS

- The application form must be fully completed by the team/group authorised representative.
- The application is to be completed using the approved Application for Financial Assistance Document.
- Applications are to be lodged with the School for consideration by the Principal and Staff. Applications for teams must be submitted through the appropriate School Head of Department.
- A representative is required to attend the P & C meeting.
- All applications recommended by the School are then considered by the P & C for approval at a meeting. If necessary, the representative may be asked to leave while approval is discussed.
- Approval, in principle, can be obtained from the P & C prior to the event.
- The Committee's decision is final and no further correspondence will be entered into.

#### FUNDING

- Applications for school teams are entitled to an amount of \$50 per student based on the following:
  - ❖ Minimum distance travelled of 200km
  - ❖ Minimum two-night stay required
  - ❖ A maximum amount of \$1,000 for a team is available per annum.
- Funding will be considered for the levies, uniforms, travel and accommodation required as part of the event. Funding will not be considered for optional items such as additional clothing etc. Indirect expenses of mileage and other items are also not considered.
- Any fundraising in relation to the event requires prior approval from the P & C Association and all monies must be banked through the P & C account. Funds raised can only be used as per above point. If requested, invoices may be required to substantiate claim.

**Bowen State High School  
PARENTS AND CITIZENS ASSOCIATION  
APPLICATION FOR FINANCIAL ASSISTANCE**

**The P & C provides financial assistance to students representing the School in approved sporting, academic and cultural activities.**

The Guidelines outline the criteria and details of assistance and this should be read **before** this application is submitted.

- Approval for funding may be provided in principle, however no funds are provided until after the student/team/group has participated in the event and all criteria are met.

**Name:** \_\_\_\_\_ Student/Team/Group *(attach list of names)*

**Parent/Carer/ Authorised Team or Group Representative.** \_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Description of the Event:**

\_\_\_\_\_  
\_\_\_\_\_

**Date/s Held:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Cheques will be made payable to the Student or School (if team)**

**Representation Level:**      State      National      *(please circle)*

If level is not obvious, please state why you believe it is an equivalent level (eg: selected from all of Queensland)

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Parent/Guardian/Group Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STEPS AFTER PARENT/REPRESENTATIVE HAS COMPLETED THIS APPLICATION**

1. Please return this form to administration, for attention: School Principal
2. School staff will ensure all requirements have been met
3. If all prerequisites met by applicant, School Principal will table application at P & C meeting following the application submission. A representative is required to attend the P & C meeting.
4. If P & C approve funding,
  - P & C Secretary to complete formal letter of support to family or if team school is advised at the P & C meeting
  - Treasurer of the P & C will issue a cheque to the student (after the event) or school (if team)
5. Copy of paperwork to BSM – Finance for filing and original kept by P & C

This page is to be held at the School office and attached to the application, dated, family account checked and then distributed to appropriate department for action and then forwarded on as indicated.

**OFFICE USE:**

1. Application received date: \_\_\_\_\_
2. Outstanding monies owed by the family: YES / NO  
*(The application cannot continue further if any money is owed to the School or a Principal endorsed payment plan is not in place)*
3. Has the Responsible Behaviour Plan been met? YES / NO
4. Reviewed by the appropriate department *(please indicate each item is approved or not approved in accordance with the guidelines).*  
Event \_\_\_\_\_  
Team \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_
5. Reviewed by Principal: Approved / Not approved.  
Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_
6. Considered by P & C: Approved / Not Approved  
Date \_\_\_\_\_  
Funding Amount \_\_\_\_\_  
Cheque Number \_\_\_\_\_  
Letter sent to family (date) \_\_\_\_\_

**Student/Team Name:**