



CTE/CTSO Competition Request Form

Perkins funds for student attendance at CTSO competitions can only be used for registration, hotel costs, and travel to state and national CTSO competitions, and only for those students who are competition participants. Funds for student meal costs not included as part of the competition agenda are not allowable. CTSO Advisors/CTE Teachers must provide a list of students who will be attending, designate whether or not each attendee is competing, and provide documentation upon request. **There will be a total of \$2500.00 allotted per active organization per school.** This includes both state and/or national competitions. Teachers/Advisors must complete the district form to request prior approval. No district or other funds are provided for student attendance/travel to meetings/competitions. CTSO Advisors/CTE teachers must have **all funds** available for proposed trips prior to the trip being presented for approval. Approval for competition trips must be obtained from the district CTE Director and Finance prior to requesting approval for travel from the Board of Trustees. Please note the \$2500.00 is for the entire school year. **You must return this form no later than 90 days prior to the competition date. Please note that overnight/out of state trips must have School Board of Trustees approval. The Board meets monthly on the first Monday of each month.**

Please attach a list of all students attending the competition to this form and note which students are competing. Please attach any pertinent competition information such as emails, flyers, etc.

Teacher's Name:	School:
CTSO:	Name of competition:
Date of competition:	Location of competition:

Number of students competing:	Number of students attending the competition (competing and noncompeting):
Registration cost per student:	Total registration cost for all students:
Estimated hotel cost for students:	
Mode of travel:	Estimated cost of travel for students:

Please add up total registration cost, estimated hotel cost, and estimated cost of travel and input the total into the below equation.

$$\underline{\hspace{2cm}} - \$2,500.00 = \underline{\hspace{2cm}}$$

(Total cost) (Amount CTSO must provide)



Provide information regarding additional funding sources for cost of trip less the \$2500.00 :

I understand that by submitting this form I am not guaranteed approval and that my request must still be reviewed. I understand that I am only allotted \$2,500.00 per school year for CTSO competitions, to include both state and national activities. I understand that only students who are competing may be funded from Perkins and that no student meals beyond those provided as part of the competition will be paid/reimbursed. I verify that all information I have provided is correct to the best of my knowledge:

Advisor/Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Approved: ____ Yes ____ No

Denied: ____ Yes ____ No

If denied, state reason: _____

Office Signature: _____ Date: _____