



TOWNSVILLE STATE HIGH SCHOOL REQUEST FOR P & C SUBSIDY (GROUP)

INSTRUCTIONS TO COMPLETE THIS FORM:

1. Check you meet eligibility requirements. Refer to TSHS P&C Student Subsidy Policy, attached below.
2. Complete **Section A**.
3. Hand form over to the office admin staff and nicely ask them to complete **Section B** for you.
4. Hand subsidy request form to the school Principal or your Deputy Principal for their recommendations in **Section C**.
5. Bring the completed application to the next P&C meeting for the P&C's consideration and completion of **Section D**.

NOTE: Failure to provide the necessary documentation will result in delays of your application.

SECTION A

(To be completed by Staff Member/Parent/Guardian)

Application Date: ____/____/____

1. Name of Student Group _____ Year Level/s _____
2. List all group members, include student names & tag class (attach a separate sheet if required).

3. Nature of activity _____

4. Date/s of event: From ____/____/____ To ____/____/____
5. Representational level (please circle one): Local/Regional | Interstate | International
6. Is the group receiving sponsorship or subsidies to attend the event from any other source? YES ☐ NO ☐
If yes, provide details on separate sheet (including values of other amounts to be received).
7. Is this your first request to the P&C this year? YES ☐ NO ☐
8. Are you (Staff member/Parent/Guardian) a member of the Townville SHS P&C? YES ☐ NO ☐
9. Any other special information to be considered by the committee? Please attach a separate page detailing this information.

Staff Member or Parent/Guardian Signature: _____ Phone: _____

Staff Member or Parent/Guardian email: _____

SECTION B

(To be completed by Office)

Have Student Participation Fees been paid: YES ☐ NO ☐

Are there any other outstanding Invoices: YES ☐ NO ☐ Amount \$ _____ Description _____

SECTION C

(To be completed by Principal or Deputy Principal)

Recommendation: _____

SECTION D

(To be completed by TSHS P&C Member)

Date application reviewed: ____/____/____

Outcome: _____

Recommend: Y / N Motion passed: Y / N Applicant advised: ____/____/____ Payment processed: ____/____/____

TOWNSVILLE STATE HIGH SCHOOL

P & C STUDENT SUBSIDY POLICY

Each year, a percentage or amount of the P & C budget is to be allocated to support student endeavours.

The P & C Executive will administer the P & C budget allowance for student support but can only recommend on applications from individual students and student groups which might warrant higher allocations (in certain circumstances) than those detailed in the guidelines below.

The P & C is guided in its deliberations by a policy of equitable support for a wide range of student endeavours (individual and group) throughout the course of the year.

The following guidelines are to assist the members of the Executive of the P&C and are to be used at their discretion:

- (a) Individual students from TOWNSVILLE STATE HIGH SCHOOL undertaking representational activities (either individually or as part of a non-TOWNSVILLE STATE HIGH SCHOOL team, group or ensemble) at a Local/Regional, Interstate or International competition/event, are eligible to apply for financial assistance.
- (b) Individual students, as defined in sub-paragraph (a), may apply for, and may be granted, up to: \$150 for Local/Regional level activities; \$250 for Interstate level activities or \$500 for International level activities.
- (c) Groups of TOWNSVILLE STATE HIGH SCHOOL students undertaking group activities to represent TOWNSVILLE STATE HIGH SCHOOL at a Local/Regional, Interstate or International level, are eligible to apply for financial assistance.
- (d) Groups of students, as defined in sub-paragraph (c), may apply for, and may be granted, up to: \$150 per student for up to ten (10) students, totalling \$1500, for Local/Regional, Interstate or International activities.
- (e) A student or group of students may apply for funding in any other level/activity in any one year. A decision on such additional funding will be taken with due regard to existing funds available and previous subsidies that may have been awarded to that student or group of students.
- (f) Applications for funding/support must be made in writing to the P & C using the request for P&C Subsidy application form, and forms must be fully completed to be considered.
- (g) The staff member, and students if possible, are highly encouraged to attend the P & C meeting to formally present their request.
- (h) Students who have not paid their Student Participation fees (previously known as Textbook and Resource Hire Scheme fees) or have any other outstanding debts to the school will be **INELIGIBLE** for the subsidy.