

**NOTE:** This document requires a Digital Signature. If you have not created one before, please go to [/HelpZone/HowTo's](#) to view "How To" video. Save form using "Save As" and student's name, school and today's date (i.e. Smith John - BCI - 20Apr11). Once completed go to **File/Email** and send to [championsforkids@ucdsb.on.ca](mailto:championsforkids@ucdsb.on.ca)

### Part 1 – Application

Individual applications forms are required (one student/one application)

School \_\_\_\_\_ Principal \_\_\_\_\_

Person making the referral:

Name _____	Date of application _____
Telephone _____	E-Mail _____

Student name \_\_\_\_\_ Student # \_\_\_\_\_

Birth date (MM/DD/YYYY) \_\_\_\_\_ Grade: \_\_\_\_\_

Description of use of funds *(Required)*

What justifies the financial need? *(Required)*

Co-contributor or community partner for this expense *(if applicable)*: \_\_\_\_\_

Total amount requested: \$ \_\_\_\_\_ Date funds required: \_\_\_\_\_

Cheque payable to: \_\_\_\_\_

Does this student qualify for the Michael Baarda Bursary? Yes  No

Has student received funding from the UCDSB Champions for Kids Foundations previously? Yes  No

*If yes, enter details of previously approved funding applications below.*

Date	Amount	Description
	\$	
	\$	
	\$	

Date: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

### Part 2 - Application Approval (For Disbursement Committee use only)

Date: _____ Approved: <input type="checkbox"/> Amount: \$ _____ Denied: <input type="checkbox"/> Signature: _____	Date: _____ Approved: <input type="checkbox"/> Amount: \$ _____ Denied: <input type="checkbox"/> Signature: _____
-------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

### Part 3 - Record keeping and reimbursement process

- School submits to UCDSB Accounting original receipts and copy of the approved form by courier for reimbursement of non-board fund account within three months of approval notification.
- School retains copy of receipts and application for audit purposes.

**Reimbursements unclaimed within three months will not be paid.**