International Christian Institute & Linguistics School

Faculty Activity Request Form

Est. 1983

ICILS will support only approved academic activities. This form is required in order to request approval. Please complete all sections of the form and submit two weeks before planned activity. A description of the activity planned and how it applies to program objectives is required. Please refrain from preparing for or announcing the planned activity to students prior to approval.

Requested Date for Activity: ____/____/____

Details of Activity Planned: _____
_____
_____
_____

Correlated Objectives: _____
_____
_____
_____

Total Requested Cost: _____
(Attach itemized expected purchases/cost)

_____ _____
Teacher Signature Date

Total cost approved: _____

Approved by:

_____ _____
Director, PDSO Date