

Horseheads Central School District
REQUEST TO ATTEND AN ATHLETIC EVENT

End. 7.2
JUN 21, 2012

Name of Employee: MARK MILES
SHENENDEHDWA BREAST CANCER AWARENESS
Name of Event: SWIMMING + DIVING INVITATIONAL Date(s) of Event: OCTOBER 5-6, 2012
Name of Students/Team Participating in Event: VARSITY GIRLS SWIMMING & DIVING
Location of Event (City & State): CLIFTON PARK, NY 12065

ESTIMATED EXPENSES:

Registration Fee \$ 225
Meals \$ PROVIDE OUR OWN
Lodging \$ PROVIDE OUR OWN
Transportation*
District Vehicle _____ Own Car Bus _____ Plane _____ Other _____

Other Expenses (Specify) _____

Estimated Total: \$ 225

Employee Signature: Mark A. Miles Date: JUNE 5, 2012

* If a District vehicle is available this MUST BE USED rather than your own car. Please contact Michael McCawley to discuss reservations of a District vehicle. If a District vehicle is not available, you may be reimbursed for the use of your own car at the approved rate-per-mile. No alcohol is to be consumed when one drives or is a passenger in a District vehicle. Public transportation is at coach fare.

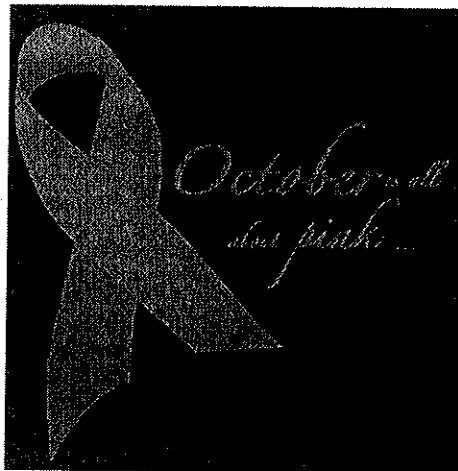
Be sure to pick up a Tax Exempt form from the Athletic Office or the Business Office prior to attending the Athletic Event. Tax Exempt forms must be shown to avoid sales tax charges each time a purchase is made – including all meals and beverages.

For reimbursements for out-of-pocket expenses (excluding sales tax) incurred by the employee, please fill out the *Expense Account for Athletic Event Attendance* form upon your return. All receipts MUST be included for reimbursement. The reimbursement claim must be approved by authorized administrators.

Approved: Michael McCawley Date: 6/5/12
Director of Athletics

BUDGET CODE: _____

**Shenendehowa Breast Cancer Awareness
Swimming and Diving Invitational
Saturday October 6th**



To all Coaches:

The Shenendehowa Girls Swimming and Diving Team will be hosting the 3rd Annual Shenendehowa Breast Cancer Awareness Invitational on Saturday October 6th @ the Shenendehowa Aquatic Center in Clifton Park, NY. We have a 25 yd. stretch pool, separate warm-up/warm-down area, as well as two 1-meter boards and two 3 meter boards. The cost is \$225 per team. In addition, we will be offering an 11 dive format that will count towards team scoring in the AM and run through a timed final HS Swim Meet in the afternoon. The meet will be scored as an 8-lane championship meet with team awards for 1st-3rd place.

The unique component of this event is that it will be taking place during October, which is also National Breast Cancer Awareness Month. To take part in this event, we will be donating proceeds from the meet to a local Breast Cancer Clinic. In addition, to help raise awareness, we want every team to THINK PINK! This allows your team to get creative, whether it be caps, goggles, suits, towels, etc., and help raise awareness for this important cause.

Sincerely,
Chuck Dunham
Aquatics Coordinator
Shenendehowa Central School District
Head Coach Girls Varsity Swimming and Diving
Head Coach Boys Varsity Swimming and Diving
(518) 881-0600 ext#54582

Timeline

Friday October 5th

Pool open for swimming and diving warm-ups: 4:00-8:00 PM

Saturday October 8th

Diving Warm-ups: 7:30-9:00 AM

Diving: 9:00-1:00 PM

Swimming Warm-ups: 11:00-1:30 PM

Swim Meet: 1:30-6:00 PM

Entries

Fee: \$225 per team

Please send checks to:

Chuck Dunham

Shenendehowa Central Schools

970 Rte 146

Clifton Park, NY 12065

Checks made payable to: Shenendehowa Girls Varsity Swimming and Diving

Checks must be received by October 1st for participating teams

Swimmers: Unlimited Entries per team. Cuts will be made to the 6 fastest heats (48th swimmer overall) for the following events: 200 Free, 200 IM, and 500 Free

Divers: Unlimited Entries per team (Must be able to successfully complete 11 dives)

11 Dive Format will score for meet Cuts will be made after 5 dives (Top 20) and 8 dives (Top 16)

- Athletes may compete in a maximum of 2 individual events/2 relays or 1 individual event/3 relays

- Teams may enter up to 3 relays per team: however only the "A" relays will score at meet, the rest will be exhibition.

- Top 16 finishers will score in all individual swimming events and 11 dive format.

E-mail entries to Head Coach Chuck Dunham @ coachdunham@hotmail.com no later than October 1st

Awards

Team: Awards will be presented to the Top 3 finishing schools

Individual: T-shirts will be presented to the Top 3 finishers in each individual and relay event

Lodging

There are many local hotels in Clifton Park and the surrounding areas. Please feel free to contact Coach Chuck Dunham if you need any assistance.