

For administrative use:
Amount awarded _____
Letter from org. _____



Community Service Travel Grant Application Form

Full Name _____ FirstClass Username _____

Dorm and Unit # _____ Student ID # _____

Telephone (extension and cell phone) _____ Class _____

Funding requested for _____

Name of the organization/project _____

Address of the organization _____

Contact person (including name, title, phone number, and email) _____

Organization's Web address (if available) _____

Please include a copy of the home page of the organization.

1. Background/Logistics:

How did you learn about this organization: _____

Where will you live for the duration of the project: _____

What form of transportation will you use to get from where you are living to your organization on a daily basis? _____

What safety precautions you will take during the project? _____

How many hours will you be volunteering? _____

Dates of the project: From _____ to _____

2. Budget:

<u>Expense</u>	<u>Amount</u>
Airline	_____
Public transportation	_____
Housing	_____
Program/registration fee	_____
Other expenses (please provide a detailed description):	
Item	Amount
_____	_____
_____	_____
	Total Budget _____
	Total Requested _____

3. Essay (500 word minimum)

An essay describing the project and the organization. The description must also include:

- Goals for the project including a detailed description of the project and how it will be carried out, according to a specific time-line.
- What people or groups will you be serving through this project.
- Why you want to participate in this project and what you hope to learn.

4. Letter of Verification

Provide a letter of verification from the organization that includes a description of the project, the dates to be worked, the name and title of the contact person, phone number, and e-mail (if available). The letter must be on organization letterhead and can be mailed or faxed to the Center for Work and Service (fax 781.283.3674).

Note: Applications are considered on a first-come, first-serve basis. ***Incomplete applications will not be considered.*** Not all applications will be funded. Students who fail to file the required one to two-page typed report at the end of their trips will not be reimbursed for their expenses.