

RIVERVIEW HIGH SCHOOL FOUNDATION

2017 - 2018

TEACHER TRAVEL ENRICHMENT PROGRAM

The Riverview High School Foundation administers travel funds provided by a private benefactor. This grant program supports teacher travel for the purpose of enhancing their personal life experiences.

TEACHER TRAVEL PROGRAM GUIDELINES FOR APPLICATION:

1. Individual Travel Enhancement grants will be awarded.

The award may be UP TO A MAXIMUM OF \$2,500 per grant.

2. The deadline for applications is **2:00 p.m. Friday, March 9, 2018.**
(Winners will be notified within 30 days.)

3. Trips are for personal knowledge and life-experience enhancement.
(Training, professional conferences, conventions, workshops, or college credit are **NOT** covered under this grant.)

4. Family / others may accompany recipients at their own expense.

5. IMPORTANT:

☆ **Travel must be taken prior to the start of the next school year.**

☆ **You MUST be a RHS employee at the time the grant is paid** (usually the start of the following year).

☆ **A change in destination will require a new application be submitted** (or approved by the RHSF coordinator PRIOR to the trip being taken).

6. The Foundation Grant Committee in conjunction with the RHS Principal will review all applications and make the travel award selections. (Please note that applications from all teachers are welcome but priority may be given to those teachers who have not previously received this award.)

7. Failure to abide by all rules of this grant may cause your grant to be withdrawn or forfeited.

8. Additional application forms may be requested by contacting the Foundation Coordinator or downloading from the website:

www.rhsfoundation.org

9. Completed forms should be submitted via e-mail (MS Word or ".PDF" formats only) to the address below (do NOT send to the School e-mail address).

10. Questions may be directed to Cyndi Forgeur, Foundation Coordinator:
e-mail - foundationcoordinator@rhsfoundation.org

Applicants will be notified if a personal presentation is necessary.

Have you ever received a Riverview High School Foundation travel Grant?

____ Yes ____ No

If Yes, when was the grant awarded? _____(School Year)

Please Attach Detailed Trip Itinerary or other pages to this form (if necessary).

Budget

Anticipated expenses: _____

Total amount requested: _____

Signature of applicant: _____ Date: _____

(Your typed name in this space will be your "signature" attesting that you are the one submitting the application and will be the one taking the trip.)

Date Received: _____

Approval of RHS Principal and Grant Committee: _____

Date: _____

Approval Amount: _____

Please return to Cyndi Forgeur via e-mail no later than March 9, 2018.

foundationcoordinator@rhsfoundation.org

Deadline for applications: Friday, March 9, 2018 (2:00 p.m.)