**Friends of CRLS Student Travel Fellowships**

**Overview**

**Please be sure to read this overview carefully before beginning your application.**

**Why does Friends of CRLS (FOCRLS) offer Student Travel Fellowships?**

High school trips can give you the opportunity to experience lives, languages, and locations unlike your own. The ability to think globally about issues – cultural, artistic, ecological, or economic – can make you more likely to have a positive impact on the world.

We have helped students participate in school trips to New York, Turkey, England, Spain, France, Panama, El Salvador, the Dominican Republic, and the Bahamas! Where do you want to go?

**Eligibility Requirements for Applicants**

**Having your paperwork completed fully and correctly and sent in on time is very important!** There are short essay questions for you to answer, and you will need a parent or guardian to complete the financial part of the application. You will also need to get two recommendation letters. One recommendation letter needs to be from the teacher who is sponsoring (leading) the trip. The other recommendation letter needs to be from another teacher or an employer or a community leader (meaning someone who is a top person somewhere that you do volunteer work, participate in an afterschool program, receive health care, or practice your religion).

**You need to have all of your paperwork to FOCRLS at least 30 days before your departure date.**

**You will need to pay for at least 5% of the trip from money you’ve earned, raised (by yourself or as part of the school group), or received from family. The more you and your family can manage to contribute to the cost of the trip, the better.**

We can’t make any promises, but if you meet the criteria of a B average or better and are in the free/reduced lunch program and do a careful job on your paperwork, you will be a competitive candidate for funding!

**About Friends of CRLS (FOCRLS)**

The mission of the Friends of Cambridge Rindge and Latin School is to develop, support, and enrich the academic and social development programs at Cambridge Rindge and Latin School and to support the alumni of CRLS and its predecessor schools. In so doing, FOCRLS promotes achievement and a greater community investment in the future of CRLS, its current students, and its graduates. Friends of CRLS is a tax-deductible 501(c)(3) non-profit association founded by two CRLS parents in 2006.

In addition to **Student Travel Fellowships** FOCRLS offers a variety of college **scholarships**, including the Dr. Christopher Saheed Future Educators Scholarship, the Dr. David Link Scholarship for the Health Professions, the CRLS Core Values Scholarship, and First Scholars (for students who are the first in their families to attend college). FOCRLS’s **“It Takes a Village” College Success Program** helps CRLS graduates attending Massachusetts public and community colleges by providing tutoring for the Accuplacer exams, a college counselor, a career mentor, and scholarships. FOCRLS offers **Faculty Innovation Grants,** to enable teachers and staff members to provide students with creative projects and services, and also sponsors and **Faculty Distinction Awards,** as well as the **Unsung Heroes Awards**. So keep FOCRLS in mind for the future and tell your teachers about us, too!

Please visit our website, focrls.org, for more information.

**Have you read this overview carefully?**

**If you think you are qualified, apply now for a Student Travel Fellowship!**

If you are unsure, please email info@focrls.org, call 857-235-9290, or visit CRLS Room 2136.

**Friends of CRLS Student Travel Fellowships**

**Application for the 2014 – 2015 School Year**

***Important Notes:***

* ***Please read the Travel Fellowships Overview before filling out this application.***
* ***All questions must be answered in full for your application to be considered.***
* ***Write very clearly and neatly. Proofread for errors.***
* ***Answers to questions (Part 2) 1 and 2 should be typed on separate pages and attached.***
* ***Your parent or guardian must complete and sign the financial statement.***
* ***You will need two letters of recommendation.***
* ***Sending documents to FOCRLS by email (info@focrls.org) is encouraged.***
* ***FOCRLS will need to receive all documents no later than 30 days before the departure date of the trip.***

**Part 1 – INFORMATION**

**Name of Applicant (Student):**

**Grade and Learning Community**:

**Student:** Home Address

 Home Telephone Cell Phone

 Email Address

***Guardian:***Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent or Legal Guardian:**Name

 Home Address

 Home Telephone Cell Phone

 Email Address

**Name(s) of Sponsoring CRLS Faculty Member(s):**

**Trip Name/Destination**:

**Dates of Trip:** Departure Return

**Total cost of trip per student:** $ **Deadline for payment:**

**Amount of money you are requesting from FOCRLS**: $

**Part 2 – QUESTIONS**

**These questions are to be answered by the student. Please respond thoroughly, clearly, and thoughtfully to each of these questions.**

1. What are the name, destination, and stated purpose (examples: service learning, math, marine biology) of this trip?Why do you want to participate in this trip? What do you hope to learn or experience? What personal qualities, experience, or interests make you a good candidate for a travel fellowship? Please add any other thoughts about your trip not addressed by these questions. **(Attach a typed response of 300 – 500 words.)**
2. What is the cost of this trip (per student) and what would the funds be used to cover? Please be specific (examples: round trip flight, travel by bus or train within the country, meals, tickets to special events and museums, visits to landmarks). [Please discuss details with your Sponsoring CRLS Faculty Member before responding.] **(Attach a typed response of 100 – 150 words.)**
3. Students are required to contribute at least 5% of the cost of the trip. How do you plan to get the money to cover this expense? **(Write 2 –** **4 sentences below.)**

**Part 3 – FINANCIAL STATEMENT**

**The applicant’s PARENT OR GUARDIAN MUST COMPLETE AND SIGN THIS FINANCIAL STATEMENT in order for the applicant to be considered for a Student Travel Fellowship through Friends of CRLS.**

**Please write very clearly and answer all questions.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am the parent or guardian of

 (Name of Parent/Guardian)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who has applied to participate in the CRLS

 (Name of Student)

trip to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

 (Destination) (Date Trip Begins)

returning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Date Trip Ends) (CRLS Teacher/Staff leading trip)

1. Is the above named student currently enrolled in the CRLS Free/Reduced Lunch Program?

*Circle one: Yes No*

1. Did you file an income tax return **for 2013**? *Circle one: Yes No*

If you filed an income tax return **for 2013** what was the **adjusted gross income** reported on Form 1040 or Form 1040A? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your family live in public housing or subsidized housing (for example, Section 8)?

 *Circle one: Yes No*

1. Does your family receive SNAP / EBT / food stamps? *Circle one: Yes No*

 **I state that all of the above is true.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Parent/Guardian – printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Parent/Guardian)

**Part 4 – LETTERS OF RECOMMENDATION**

**Two letters of recommendation are required**: one from your Sponsoring CRLS Faculty Member named in Part 1 and one from another teacher or an employer or a community leader.

**Please have each recommendation sent separately from this application. Ask your references to send their letters by email (preferably by email) to info@focrls.org with *Attention: Travel Fellowship* in the subject line.** Letters may be sent by mail to FOCRLS, P.O. Box 391-541, Cambridge, MA 02139 with *Attention: Travel Fellowship* on the envelope.

***Recommendation letters must be received no later than 30 days before your trip departure date.***

**Submission of Application – Instructions to Student**

**You will submit Parts 1, 2, and 3.** **Please send your application by email (preferably by email) to info@focrls.org with *Attention: Travel Fellowship* in the subject line.** Applications may be sent by mail to FOCRLS, P.O. Box 391-541, Cambridge, MA 02139 with *Attention: Travel Fellowship* on the envelope.

**For Part 4, before sending in your application to FOCRLS, be sure to contact two references and ask them to write and send your recommendations to us so we receive them at least 30 days before your trip.** **Ask your references to send their letters by email (preferably by email) to info@focrls.org with *Attention: Travel Fellowship* in the subject line.** Letters may be sent by mail to FOCRLS, P.O. Box 391-541, Cambridge, MA 02139 with *Attention: Travel Fellowship* on the envelope. **Follow up with your references as often as you need to in order to make sure their letters are sent to FOCRLS on time!**

***All application materials (including recommendations) must be received no later than 30 days before the date of the trip for which you are applying.*** *The earlier we receive everything we need from you, the better your chances of receiving a Student Travel Fellowship!*

If you have any questions, please

email info@focrls.org, call 857-235-9290, or visit CRLS Room 2136.

Thank you. We look forward to reading your application!