**Friends of CRLS Student Travel Fellowships**

**Overview**

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

**What is a FoCRLS Student Travel Fellowship?**

CRLS school-authorized trips to locations near or far make it possible to experience lives, languages, and locations unlike your own and to broaden your perspectives on culture, history, science, the environment, the arts, social norms, human rights, and more. Depending on the destination, trips may cost between $250 and $4,000 per student.

A FoCRLS Student Travel Fellowship is funding awarded by Friends of CRLS to selected students needing financial assistance to be able to participate in school-authorized trips. Our Student Travel Fellows have visited New York, Turkey, England, Spain, France, Panama, El Salvador, the Dominican Republic, the Bahamas, and the Galapagos Islands. These life-changing trips can open minds, shape character, and influence goals for school, work, and personal futures.

**What should I know about applying?**

Applications are available throughout the school year at focrls.org and should be filled out and submitted **by email to info@focrls.org with Student Travel Fellowships as the subject line** *once the trip has been authorized by the school department* – *please check with the teacher/staff member leading the trip to make sure the trip has been authorized before submitting an application*.

**Our funds are limited, and we receive many applications**.Money you have earned and/or raised yourself, funds raised through events with the trip group, and contributions your family and relatives can make should all play a part in funding your trip. The more resourceful you can be in pooling funds, more likely FoCRLS will be able to help you.

**Complete your paperwork fully, submit it on time, and give us time to review it.**

You’ll have to answer essay questions, request two letters of recommendation – one from the teacher/staff member leading the trip and one from another teacher, your guidance counselor or dean, an extracurricular advisor, or an employer – and have your parent/guardian fill in financial information**.** Your paperwork and recommendations should be emailed to info@focrls.org at least 30 days before the trip needs to be paid in full. Applications are reviewed by the Student Travel Fellowship Committee, who decides how available funds should be distributed. Academic merit and financial need will be key deciding factors. Our strongest candidates will be selected among those students who have a B or better average and are currently enrolled in the free/reduced lunch program, whose references have highly recommended them, and whose applications are thorough and thoughtful.

**About Friends of CRLS (FoCRLS)**

The mission of the Friends of CRLS 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-exempt 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, The “It Takes a Village” College Success Program, Faculty Innovation Grants, Faculty Distinction Awards, and Unsung Heroes Awards. Keep FoCRLS in mind for these other opportunities and tell your friends, teachers, and extracurricular advisors about us!

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

**If you have any questions, please email info@focrls.org, call 857-235-9290, or visit CRLS Room 2136.**

**Friends of CRLS Student Travel Fellowships**

**Application for the 2015 – 2016 School Year**

***Important Notes:***

* ***Please read the Student Travel Fellowships Overview before filling out this application.***
* ***The trip must be authorized by the Cambridge Public Schools before you apply***
* ***All questions must be answered in full for your application to be considered.***
* ***Write very clearly and neatly. Proofread for errors. Make sure you answered all of the questions.***
* ***Answers to Part 2 questions should be typed on separate page(s).***
* ***Your parent/guardian must complete and sign the financial statement.***
* ***You will need two letters of recommendation. Please have them emailed to info@focrls.org.***
* ***Please send your application by email to info@focrls.org.***
* ***Please make sure your application and your letters of recommendation are sent to FoCRLS at least 30 days before the trip needs to be paid in full.***

**Part 1 – INFORMATION**

**Name of Applicant (Student):**

**Grade and Learning Community**:

Home Address

Home Telephone Cell Phone

Email Address(es)

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

**Parent/Guardian:**Name

 Home Address

 Home Telephone Cell Phone

 Email Address

**Name of CRLS faculty member leading trip:**

**Destination and main purpose of trip**:

**Dates of Trip:** Departure Return

**Total cost of trip per student:** $

**Date trip must be paid in full:**

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

*To increase your chances of funding, we strongly suggest that you request the minimum amount necessary for you to participate in the trip when combined with other resources.*

**Part 2 – QUESTIONS**

These essay questions are to be answered by you, the applicant/student. This is your chance for the Student Travel Fellowships Committee to get to know you through your own words and thoughts. Please respond thoroughly, clearly, and thoughtfully to each of these questions.

1. **What makes you a great candidate for a Student Travel Fellowship from Friends of CRLS?**

Tell us about yourself. What are the main reasons you want to travel to this destination? What personal qualities, experiences (travel or other), and interests motivate you to be a part of this particular trip group? What do you hope to learn or experience? Please add any other related thoughts you want to share that are not addressed by these questions.

**Attach your typed response of 350–500 words.**

*If you are awarded a Student Travel Fellowship, please be prepared to present a follow-up essay describing how this trip met or exceeded your expectations and how it influenced your goals, outlook, and interests. We urge you to keep a little notebook and write a bit every night describing what you saw that day and how it affected you. Also, please take photos that we can use in upcoming newsletters, on our website, and in other media, and email them to us at info@focrls.org. By doing this, you will help us raise funds for future Student Travel Fellowships!*

1. **What are your plans for earning and/or raising other funds for this trip?**

In addition to applying for a Student Travel Fellowship from Friends of CRLS, how do you plan to earn/raise money to pay for the trip? Please describe as realistically as possible how you will earn/raise the money and how much money you expect to raise through each method.

**Attach your typed response of 150–250 words.**

**Part 3 – FINANCIAL STATEMENT**

**Your PARENT/GUARDIAN MUST COMPLETE, SIGN, AND DATE THIS FINANCIAL STATEMENT in order for you to be considered for a Student Travel Fellowship through Friends of CRLS. You will need to give your parent/guardian details of the trip for the first section.**

***Parent/Guardian, please write very clearly and answer all questions.***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am the parent/ 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 Faculty Member 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 **2014**? *Circle one: Yes No*

If you filed an income tax return for **2014** 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 – print)

(Signature of Parent/Guardian)

 Date Signed:

**Part 4 – LETTERS OF RECOMMENDATION**

**Two letters of recommendation are required** – one from the CRLS faculty member named in Part 1 as the leader of the trip and a second from another teacher, your guidance counselor or dean, an extracurricular advisor, or an employer who is familiar with you and your work. The next two pages of this application are the form your references should use for their recommendations.

For each form, fill out first part, including a due date, which should be 10 days after the date you plan to submit Parts 1, 2, and 3 of your application to Friends of CRLS, and give it to your references. This means we should have the recommendations in no later than 10 days after we receive the rest of your application. Friends of CRLS should receive all four parts of the application at least 30 days before the trip needs to be paid in full.

Please tell your references the destination and main purpose of the trip, why you want to participate, what a Friends of CRLS Student Travel Fellowship is, and why you’re applying. Give each of your references a form and point out the due date and that they should email the completed form to info@focrls.org with the subject line Student Travel Fellowships. You should follow up with them a few days before the due date to make sure they plan on having it in on time.

Make notes to yourself here:

Reference's name:

Date you gave form to reference:

Due date (10 days after you submit Parts 1, 2, and 3 of your application):

Date you should follow up:

Reference's name:

Date you gave form to reference:

Due date (10 days after you submit Parts 1, 2, and 3 of your application):

Date you should follow up:

**Friends of CRLS Student Travel Fellowships**
**Recommendation Letter Form**

 Name of Applicant:

 Destination and main purpose of trip:

 Due date for recommendation:

Name of Reference:

Relationship to applicant:

Length of time you have known applicant:

**Please rank the applicant high, medium, or low for each of these traits and provide comments. Please be specific and include examples whenever possible.**

**Eagerness to Learn** ( ) High ( ) Medium ( ) Low

Please describe:

**Responsibility** ( ) High ( ) Medium ( ) Low

Please describe:

**Initiative** ( ) High ( ) Medium ( ) Low

Please describe:

**Working with Others** ( ) High ( ) Medium ( ) Low

Please describe:

Please tell us about **individual qualities** the applicant would bring to the dynamic of the group making this trip:

**Please email your completed Recommendation Letter Form directly to Friends of CRLS at info@focrls.org
with the subject line Student Travel Fellowships. Thank you very much.**

To learn more about Friends of Cambridge Rindge and Latin School, please visit focrls.org.

**Friends of CRLS Student Travel Fellowships**
**Recommendation Letter Form**

 Name of Applicant:

 Destination and main purpose of trip:

 Due date for recommendation:

Name of Reference:

Relationship to applicant:

Length of time you have known applicant:

**Please rank the applicant high, medium, or low for each of these traits and provide comments. Please be specific and include examples whenever possible.**

**Eagerness to Learn** ( ) High ( ) Medium ( ) Low

Please describe:

**Responsibility** ( ) High ( ) Medium ( ) Low

Please describe:

**Initiative** ( ) High ( ) Medium ( ) Low

Please describe:

**Working with Others** ( ) High ( ) Medium ( ) Low

Please describe:

Please tell us about **individual qualities** the applicant would bring to the dynamic of the group making this trip:

**Please email your completed Recommendation Letter Form directly to Friends of CRLS at info@focrls.org
with the subject line Student Travel Fellowships. Thank you very much.**

To learn more about Friends of Cambridge Rindge and Latin School, please visit focrls.org.

**Submission of Application – Summary of Instructions to Student**

You will submit Parts 1, 2, and 3. Please email your application, including essay answers to info@focrls.org with *Student Travel Fellowship* in the subject line. If you need access to a scanner to email your application and answers, please ask a teacher for help or visit the FoCRLS during office hours in Room 2136.

For Part 4, give your references the recommendation forms and ask them to email their completed forms to us directly at info@focrls.org with *Student Travel Fellowship* in the subject line. We should receive both recommendations no later than 10 days after we receive your completed application. Friends of CRLS should receive all four parts of the application at least 30 days before the trip needs to be paid in full.

 Please give us 30 days to review your application and make a decision. The Student Travel Fellowships Committee will carefully consider your essays, recommendations, financial situation, and academic merit in relation to funds available and the number of applications received.

If you have any questions, please email info@focrls.org, call 857-235-9290,
or visit FoCRLS during office hours in CRLS Room 2136.