



California State Chapter - Cottey College Travel Fund APPLICATION PROCEDURES FOR C.S.C. - CCTF

The California State Chapter Travel Fund (CSC-CCTF) shall provide financial assistance for travel expenses for prospective students from California and one accompanying adult (based on need) to visit Cottey College. The prospective student is eligible to receive reimbursement up to but not exceeding \$1,000 which may be used for transportation, housing and any fees. An accompanying adult is eligible for up to but not exceeding \$1000 to be used for transportation and housing.

To Be Eligible, The Prospective Cottey Student Must Meet the Following Criteria:

- The applicant must be in her sophomore, junior or senior year of high school, or a graduate. Current college students interested in transferring to Cottey to complete a bachelor's degree program may also be considered.
- The applicant must be at least 16 years of age at the time of travel.
- The applicant must be a serious academic student, with an interest in Cottey College.
- The applicant must be a resident of California.
- The applicant **must be recommended** by an individual California P.E.O., a chapter, or reciprocity group; the name of the sponsor, her chapter designation and her signature is to be provided in the application.
- The applicant must sign a CSC-CCTF Waiver prior to the visit (to be signed by the parent/guardian, if the student is a minor).
- Travel arrangements are to be the responsibility of the student (or her parent/guardian).

The Procedure for Recommending a Student For Reimbursement Is As Follows:

1. Review the application form and these procedures.
2. Contact the committee chair to ascertain the availability of funds.
3. Complete the sponsor portion of the application form.
4. Meet the potential applicant and establish that she meets the requirements listed above. Assist her in completing the application and secure required signatures.
5. You may copy the forms, or you can email them to the student to complete. Once the student has completed the forms, they send them back to you for you to then forward all parts of the application to the committee.
6. **Referring chapter, or reciprocity group** sends completed forms with appropriate signatures to the C.S.C. Cottey College Committee.
7. Submit forms to the C.S.C. Cottey College Committee in advance of the student's visit.

***Email the completed and signed Fillable Application Form, including the Waiver to:**

peoca.cotteyca@gmail.com

OR Send Completed Forms To

Kimberly A. Hunt, C.S.C. - Cottey College Committee

2539 Skimmer Ct,

Pleasanton, Ca 94566

(925) 200-0294

Please Do NOT send by Certified Mail. Certified mail may actually delay receipt by the chairman as a special trip to the post office usually must be made.

Upon receipt, the chairman reviews the application to make sure it is accurate and complete. The chairman will contact Upon receipt, the chairman reviews the application to make sure it is accurate and complete. The chairman will contact the sponsor by e-mail or phone to confirm receipt of application documents and advise if any additional information is required. If the chapter has not received any response from the committee within 10 days, please contact the chairman to determine if the application has been received.



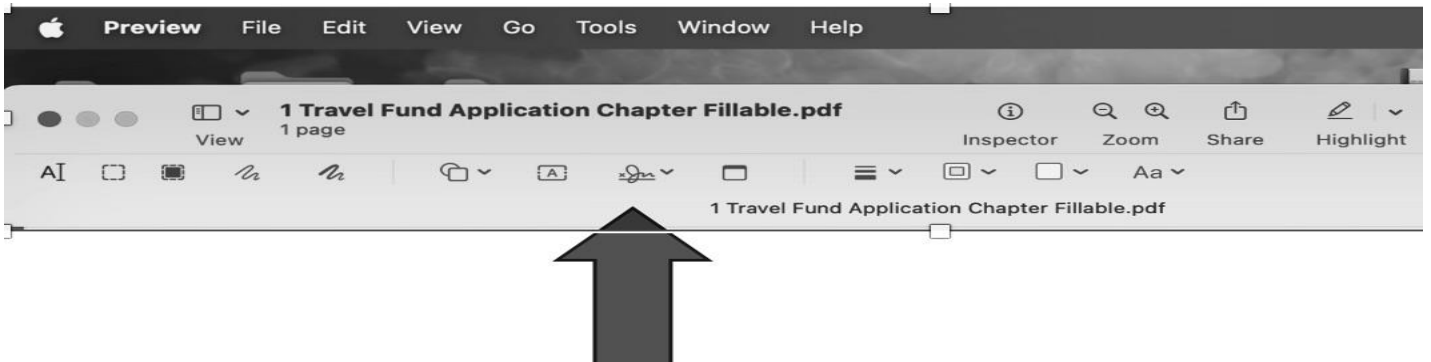
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Signing Fillable Travel Fund Documents

To sign the fillable documents, click the Markup icon on the preview toolbar (1). Once open, click on the Signature icon (2). Follow directions to type in or draw your signature (3). Your signature will appear on the page - not always on the signature line, but you can then drag it to the correct position!

1.



2.



3.

