



**WE@RIT Engineering Open House
Transportation & Lunch Stipend Request Form**

Through the generosity of L3 Harris Corporation, up to \$650 transportation & lunch stipends are being awarded to cover or partially cover transportation to the WE@RIT Engineering Open House as well as for lunch on campus. To qualify, [qualifying schools](#) will have greater than or equal to 75% of their student body eligible for free and/or reduced lunch.

Name of school: _____

Mailing address of school: _____

School contact person name: _____

Contact person phone # & e-mail: _____

Approximate # Attending Open House:

Students _____ Chaperones _____

Transportation Being Used:

School Bus _____ Chartered Van _____ Personal Vehicle _____ Other? _____

Stipend Request*

Amount Requested for Transportation	\$
Amount Requested for Student Lunches @ \$11/ea.	\$
Amount Requested for Chaperone Lunches @ \$11/ea.	\$
TOTAL AMOUNT of STIPEND REQUEST	\$
	(Total cannot exceed \$650.00)

***FINE PRINT:**

- This form represents a stipend *request*. Awards will be made on a first-come-first-served basis to eligible schools via e-mail by the WE@RIT Director to the school contact person noted on this form.
- **Check in at Open House at the WE@RIT Welcome Table at the event is required for awardees.**
- Lunch stickers will be handed out to awardees at the WE@RIT check-in table (not at Gracie's Dining Hall.)
- Schools will receive reimbursement for the transportation portion of stipend award AFTER the Open House concludes, *pending receipt of school's W-9 form AND copy of invoice for transportation.*
- Lunch will be served at Gracie's Dining Hall, approximately a 10 minute outdoor walk from the Open House.
- Using the [RIT Mobile app](#) is recommended to find your way around campus.

REQUEST FORMS DUE TO WE@RIT by OCTOBER 15. E-mail completed forms to we@rit.edu

FOR WE@RIT USE BELOW LINE:

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Request Approved By _____

WE@RIT Confirmation of Event Attendance: _____

Request Approved Date: _____

Rec'd: W-9 _____ Transportation. Invoice _____