



## Transportation/Lunch Stipend Instructions for Qualifying Schools

Transportation/Lunch Stipend Maximum Amount: \$600

Total Maximum Awards: 7

### Criteria & Process:

- 75% of student population must be eligible for free and/or reduced lunch according to the NYS Education Department website: <https://data.nysed.gov/lists.php?type=school> for the most current year that data is available. The 75% can be reached via a combination of both free and reduced percentages.
- Fill out the Transportation Stipend Request Form & submit to the WE@RIT office for approval. Completed forms can be scanned and e-mailed to [we@rit.edu](mailto:we@rit.edu).
- WE@RIT will approve the stipend request for up to 7 eligible schools (or when \$4,200 in requests is reached if more than 7) on a first-come-first-served basis, with only one stipend awarded per school. Upon approval of the request, WE@RIT will e-mail the approved form back to school's requestor.
- Bring approved Stipend Request Form to the WE@RIT Engineering Open House Welcome Table for sign off on day of event, along with an invoice for the transportation, and the school's W-9 form. Check processing typically takes ~60 days. Forms will only be submitted for processing once attendance at the WE@RIT Engineering Open House is confirmed, and the transportation invoice and W-9 have been received.
- Lunch stickers will be issued at the Engineering Open House Welcome Table for the # requested. Stickers must be worn to Gracie's in order to receive free lunch.
- Stipend requests cannot exceed \$600 per school.
- Requesting schools are responsible for arranging their own transportation.
- There is an approximate 10 minute outdoor walk from the event location to lunch at Gracie's. The quickest way is to walk the "Quarter Mile" from James Gleason Hall all the way to Grace Watson Hall, where Gracie's is located. For help with directions, downloading the RIT Mobile app and utilizing the interactive campus map is suggested.
- Requests are due to the WE@RIT office **by Friday, October 26, 2018**.