



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

Through the generosity of Harris Corporation, up to \$600 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 for those schools attending. 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: \_\_\_\_\_

Anticipated # of students attending WE@RIT Engineering Open House: \_\_\_\_\_

Anticipated # of chaperones attending the WE@RIT Engineering Open House: \_\_\_\_\_

Amount requested for transportation (*attach/bring invoice & school's W-9*): \$ \_\_\_\_\_

Type of transportation being used & capacity: \_\_\_\_\_

Amount requested for lunch *for students* at Gracie's @ \$10.00/student: \$ \_\_\_\_\_

Amount requested for lunch *for chaperones* at Gracie's @ \$10.00/chaperone: \$ \_\_\_\_\_

**TOTAL AMOUNT** of STIPEND REQUEST (*cannot exceed \$600*): \$ \_\_\_\_\_

Please e-mail completed request form to [we@rit.edu](mailto:we@rit.edu). Requests will be awarded to eligible schools in the order they are received. No more than one award per school. School contact person will be notified via e-mail of request approval. **Please bring approved form to the event along with W-9 and transportation invoice.** Forms will only be submitted for check processing for transportation amount requested once attendance at the WE@RIT Engineering Open House is confirmed at the event welcome table, and the W-9 and transportation invoice are received. For lunch at Gracie's, WE@RIT will issue the number of lunch stickers requested above to contact person at the event welcome table. Stickers must be worn to Gracie's to receive free lunch. Note there is ~ 10 minute outdoor walk to Gracie's from event location.

**FORMS DUE TO WE@RIT by FRIDAY, OCTOBER 26, 2018.**

FOR WE@RIT USE BELOW LINE:

.....

Request Approved: \_\_\_\_\_

WE@RIT Confirmation of Event Attendance: \_\_\_\_\_

Request Approved By: \_\_\_\_\_

Transportation Invoice Received: \_\_\_\_\_

Request Approved Date: \_\_\_\_\_

School's W-9 Form Received: \_\_\_\_\_