

**West Virginia State Chapter, P.E.O. Sisterhood
Cotley College Summer Workshop Travel Assistance Program**

Purpose

The West Virginia State Chapter Cotley College Summer Workshop Travel Assistance Program (“Cotley TAP”) reimburses designated expenses of young women who have serious intent to explore the opportunities of Cotley College by attending its Summer Workshop.

Funding

Expenses for Cotley TAP shall be paid from the General Fund of West Virginia State Chapter and shall be limited to \$400.00 each fiscal year. Availability of funds is subject to budgetary approval during convention of West Virginia State Chapter which is held in late April of each year. If more than one student participates in Cotley TAP during a fiscal year, the West Virginia State Chapter Cotley College Advisor shall determine the manner in which reimbursement funds will be distributed to each participating student.

Eligibility

A female student is eligible to apply for Cotley TAP if she

- Is a resident of West Virginia and
- Is a rising junior or rising senior student at a West Virginia high school and
- Has applied to attend Cotley College’s Summer Workshop and
- Has written permission of her parent or legal guardian and
- Has been recommended for participation in Cotley TAP by a local West Virginia P.E.O. chapter through formal chapter vote.

Allowable Expenses

- Round-trip airfare for the student at the most economical rate between the nearest serving airport and Kansas City International Airport
- Baggage fee for the student not to exceed \$60.00
- Ground transportation for the student at the most economical rate between the Kansas City International Airport and Cotley College
- A \$30.00 combined allowance for the student for one meal on day of arrival plus one meal on day of return
- Original receipts are required

Student Experience Feedback

Within 90 days of completing Cotley’s Summer Workshop, the approved participating student shall share her experience with the local chapter that provided endorsement for her participation in Cotley TAP.

See following pages for instructions and application form

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Instructions and Timeline

January 1 - March 15:

- Complete application form found on page 3 and submit to the West Virginia Cotley College Chairman (“State Chairman”). Information and signatures from the requesting student, her parent/guardian and the president of the recommending local chapter are required.
- State Chairman submits completed, original application to the West Virginia Cotley College Advisor (“State Advisor”), ensuring receipt by the State Advisor on or before March 15. A scanned, emailed document is acceptable in the interim, if necessary.

Note: Due to budget preparation time constraints, application forms received by the State Advisor after March 15 cannot be processed.

Late March:

- WVSC Executive Board and Finance Committee consider viability of incorporating Cotley TAP funding into proposed General Budget for subsequent vote at WVSC convention in late April.

April:

- Student applies to Cotley College’s Summer Workshop. Student is encouraged to make her travel arrangements in a timely fashion.
- Student keeps local chapter president closely apprised of status of application to Summer Workshop and local chapter immediately forwards updates via email to State Advisor and State Chairman.

Late April – Early May:

- Following WVSC vote on proposed General Fund budget, State Advisor approves or denies student’s Cotley TAP application and sends signed copy of approval or denial to State Chairman.
- State Chairman mails cover letter and signed copy of approval or denial to the student, local chapter president, and WVSC Treasurer or Assistant Treasurer (whichever is applicable)

By July 31:

- After attending Cotley Summer Workshop, student submits the following original documentation to the State Advisor for review and processing:
 - Confirmation of attendance signed by a Cotley College representative
 - Receipt for airfare reflecting cost, ticket class, departure/arrival airports and dates
 - Receipt for baggage fee, if any
 - Receipt for ground transportation between Kansas City International Airport and Cotley College
 - Receipts for meal on day of arrival and meal on day of return

Payment will be issued to the student or parent/guardian in accordance with receipts.

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Application Form (PLEASE PRINT)

Student Information

Dates of Cotley Summer Workshop: _____

Name of student: _____

Mailing address: _____

Phone (student): _____ Phone (parent/guardian): _____

Email (student): _____ Email (parent/guardian): _____

High school currently attending: _____

Year of graduation: _____

Cumulative GPA: _____

By my signature below, I verify that I have read and understand the provisions of Cotley TAP described on pages 1-2 of this document, I verify that the information I have provided is accurate and complete, and I express serious intent to attend Cotley College's Summer Workshop on the dates indicated.

Student signature: _____ Date: _____

Permission of Parent or Legal Guardian

As the parent or legal guardian of _____, I grant permission for her to attend Cotley College Summer Workshop on the dates above. I have also read and understand the provisions of Cotley TAP described on pages 1-2 of this document.

Parent or legal guardian name (print) _____

Signature: _____ Date: _____

Endorsement of Local P.E.O. chapter

Participation of this student in Cotley TAP was recommended by Chapter _____ via official chapter vote on (date) _____

Local Chapter president signature: _____

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For Use by WVSC Cottey College Advisor Only

Student name: _____

Application approved. Maximum amount available \$ _____

Application denied

Signature: _____

Date: _____