

## INTERN GRANT PROGRAM

### SPRING - FUNDING REQUEST FORM

All items must be completed in order for this request to be processed.

#### INTERN INFORMATION

Intern's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address (Street): \_\_\_\_\_

(City): \_\_\_\_\_ (Zip Code): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check box if you would like your record updated with the above information.

#### EMPLOYMENT INFORMATION

District: \_\_\_\_\_ School: \_\_\_\_\_

Principal: \_\_\_\_\_ Sp. Ed. Teachers Circle One: **RSP** **SDC**

Support Provider: \_\_\_\_\_ Grade: \_\_\_\_\_

#### GENERAL INFORMATION

- Students with an intern credential may apply for a maximum of \$500 in reimbursement per semester. A separate application must be submitted for each semester.
- Expenses to be reimbursed must relate to your teaching responsibilities (e.g., classroom library books or supplies, teaching software or subscriptions, relevant workshop fees, TEP course fees).
- If you paid for your intern credential with your own money, you may request reimbursement for that fee in *addition* to the initial \$500 reimbursement limit.
- Do not attach receipts but retain them in your records should they be requested.
- Please return *both* this form and the Spending Plan/Report in the enclosed postage-paid envelope and your check will be mailed as soon as you complete the intern survey.

#### LEGAL AGREEMENT

By signing below, I attest that the information entered above is complete and correct as of the date of my signing.

**Intern Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_