



# 2010 Southeast Regional Gathering Participation Proposal

6-8th Grade  
High School Youth Leaders  
(See Attached)

**As part of the FEA Grant, our school district agrees to (please initial):**

- Engage students in FEA activities
- Participate in the FEA Regional Student Gathering
- Complete follow-up evaluations
- Provide a chaperone

### Maximum Funding:

- \$6,000 For 6 people ( min. 4 students)
- \$4,000 For 4 people (min. 2 students)
- \$2,000 For 2 people (min. 1 students)

### Names of Students

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Name of Chaperone(s):

1. \_\_\_\_\_
2. \_\_\_\_\_

*As a Partner/Affiliate to Future Educators of Alaska, we are requesting funding to complete work related to the FEA Regional Student Gathering October 13-16, 2010. Our school district will assume full responsibility for supervision of students traveling by providing a designated chaperone.*

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Contact Information

**FEA/PITAAS Mentor Teacher:**

\_\_\_\_\_

**School:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Manager:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Chaperone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Chaperone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



## 2010 Southeast Regional Gathering Participation Proposal

6-8th Grade  
High School Youth Leaders  
(See Attached)

Estimate the total cost of travel for participants attending the 2010 FEA Regional Student Gathering (including chaperones, Youth Leaders and middle school students):

Name	Travel Dates	Travel Type	Departure	Arrival	Total Cost
<i>Sonta Roach</i>	<i>Oct. 13-17</i>	<i>Alaska Air</i>	<i>Sitka / 3:30pm</i>	<i>Juneau / 5:00pm</i>	<i>\$250</i>
	Item	Check In Date	Check Out Date	Cost per Item	Total Cost
	<i>Hotel</i>				
	<i>Transportation</i>				
	<i>Other Expenses</i>				
<b>Grand Total of Travel Costs</b>					

If you have any questions or need assistance with travel arrangements, e-mail [smhamilton@alaska.edu](mailto:smhamilton@alaska.edu). Submit Participation Proposal and Proposed Budget by Friday, September 24th, 2010. More information about the Southeast Regional Gathering, including travel and lodging can be found at on the FEA website: [www.futureteachersalaska.org/regional\\_gathering/](http://www.futureteachersalaska.org/regional_gathering/)

Thank You!  
  
Sonta Hamilton Roach  
Director, Future Educators of Alaska

Mailing: PO Box 755400 Fairbanks, Alaska 99775  
Phone: 907 450 8405  
Fax: 907 450 8401



# 2010 Southeast Regional Gathering Participation Proposal

6-8th Grade  
High School Youth Leaders  
(See Attached)

Use this following checklist to plan Student Gathering Travel:

## Student Preparation Checklist

- Student(s) must complete the Student Interest Form**  
Visit the FEA website ([www.futureteachersalaska.org](http://www.futureteachersalaska.org))  
click the link in the “What’s Up” box
- FEA Media Release Form**  
Available on the FEA website  
Submit to staff at Gathering
- Student(s) must have parent permission for travel**  
Contact Principle or District Office for travel form
- Student(s) must have good club meeting attendance and participation**

## Advisor Preparation Checklist

### Pre-Gathering Travel

- Complete and turn in the FEA Participation Proposal**  
Travel Budget, Participation list, and Itinerary for group
- Contact Business Office Manager and District Office regarding funding application**  
Fax copy to FEA, 907.450.8401
- Enroll all students in club, Complete Club Details Form**  
**Complete at least one Club Activity Report**  
[www.futureteachersalaska.org/data/](http://www.futureteachersalaska.org/data/)  
u: feadata | p: Educators49

### Post-Gathering Travel

- Turn in all travel documents to District Business Office**  
Boarding Passes  
Hotel Invoice  
Vehicle/Fuel/Parking Rental Receipt
- Have District Business Office Manager send invoice to UAF Accounts Payable:**  
Accounts Payable Fax Number: 907.474.7046