

How did you hear about the State House Express Program?

Have you previously **applied** to the State House Express program?

Yes No If yes, please specify academic year(s):

Have you **received** a State House Express grant previously?

Yes No If yes, please specify academic year(s):

All applicants must complete the section below in order to receive the grant. First time applicants must also submit a completed Substitute W-9 form, which can be downloaded from the Eagleton website.

Federal Identification Number:

Name of school or account to which check should be made payable:

Please initial below acknowledging that you have read and understand the following important information:

1. All checks will be issued by Rutgers University and take approximately three weeks from the date the teacher **accepts** the grant award. Notification of grant award will be sent to the teacher via email.
2. Award check will be mailed directly to teacher at the school address indicated on page one. The teacher will be notified by email when the check has been mailed. It is the teacher's responsibility to ensure that the award check is processed or deposited in the proper school account.
3. The teacher is responsible for scheduling the trip with Tour Office at the Office of Legislative Services (OLS) at the State House in Trenton at **(609) 633-2709**. When you call, inform the Tour Office that you are scheduling an Eagleton State House Express program tour. The Tour Office will do its best to schedule the tour for your preferred date, but please be ready with an alternate date if needed. Tour availability depends on the legislative calendar.
4. Submission of this application is considered confirmation that the teacher has permission from the proper school authorities to take students on this field trip.
5. All State House tours will be verified with Eagleton by the Office of Legislative Services. If, for any reason, you accept the grant but are unable to schedule and take in the State House tour between September 2011 and June 2012, the full \$300 award must be returned promptly to the Eagleton Institute so that another school can be given the opportunity to participate in the program.

Teacher initials:

Please return the completed application via email, fax or mail to:

Gloria Minor
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