

## 2024 Putney Open Door Fund Scholarship Application Instructions For Putney Student Travel Programs

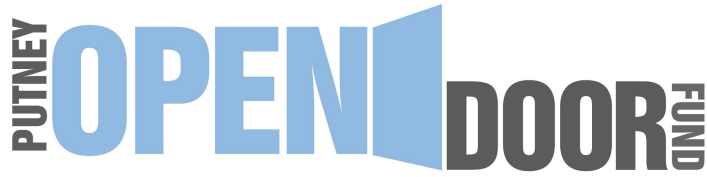
Completed applications to the Putney Open Door Fund (PODF) must be received by mail at the address specified below *no later than February 15, 2024*. The Scholarship Application is accepted via mail only and is a separate process from the online application on the Putney Student Travel website. Applications will not be accepted online, via email or fax. Applications must arrive by the deadline with all requested application components in order to be considered. *Application Deposits are waived for PODF applicants.*

### A complete application consists of:

1. 2024 Putney Open Door Fund Scholarship Application Form
2. 2024 Putney Student Travel Agreement Form
3. Applicant Statement consisting of:
  - The applicant's specific connection to Putney's programs and mission.
  - Demonstrating interest in the program destination or theme.
  - Demonstrating what the applicant hopes to gain from the experience.
  - Addressing what the applicant feels they will contribute to a program and group of peers.
4. Two completed Teacher Reference Forms. To maintain confidentiality, references should be placed in sealed envelopes with the teacher's signature across the seal.
5. Copy of parents' or guardians' most recent federal tax returns (fiscal year 2020 or 2021) and/or verification of non-taxable income (*social security income, disability benefits, TANF, child support, etc.*). Financial documentation from all contributing households is required.
6. Parent/Guardian statement explaining the household's financial obligations, need for financial support, and outlining the unique characteristics of the applicant that demonstrate how the student would benefit from and contribute to a Putney program. (*If the applicant is financially emancipated or serves as head of household, this can be completed by the applicant.*)

### **Please submit completed applications, via mail, to:**

Putney Open Door Fund  
345 Hickory Ridge Road  
Putney, VT 05346



*Applications must be received by February 15, 2024. An application is considered incomplete until we have received all required forms and documents via mail.*

## **2024 Putney Open Door Fund Scholarship Application Form For Putney Student Travel Programs**

### **Program Preference\***

First Choice: \_\_\_\_\_ Dates: \_\_\_\_\_

Second Choice: \_\_\_\_\_ Dates: \_\_\_\_\_

Third Choice: \_\_\_\_\_ Dates: \_\_\_\_\_

*\*Depending on availability and travel considerations at the time of offer, candidates may be offered an alternate, available program. Most Putney Open Door Fund scholarships support students on Service and Pre-College programs.*

\_\_\_ If my requested programs are not available, I have flexibility with dates and interest and would be able to attend another available Putney program.

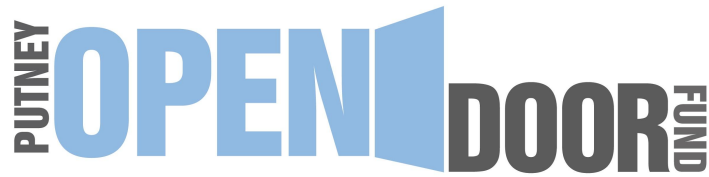
\_\_\_ My requests are location and/or date dependent. I have other summer plans that would prevent me from attending an alternate Putney program if my initial choices are not available.

### **Pre-College program applicants, please complete the section below:**

#### ***International Pre-College Programs***

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Major Seminar: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_



*Domestic Pre-College Programs*

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Major Seminar: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

**Passport Information and Considerations**

All scholarship students accepted on an international program will be required to provide us with a copy of the photo page of their valid passport by April 15, 2024. The passport must be valid through at least March 1, 2024. Students who are offered a scholarship on an international program but do not meet this requirement may have their scholarship offer revoked. If you do not have a valid passport, please consider whether you will be able to obtain a passport before applying for an international program.

If you are applying for an international program and do not have a passport, do you commit to applying for a passport and any other necessary travel documents within one week of notification of an awarded scholarship?  Yes  No  I already have a passport with an expiration date of March 1, 2024 or later

If you are a US resident with a current passport issued by a country other than the United States please provide the following:

Country of issuance:

\_\_\_\_\_

Passport #:

\_\_\_\_\_

Passport expiration date:

\_\_\_\_\_



**Applicant Information**

Name (as it appears on **legal documents of identification such as a driver's license, passport, etc.**): \_\_\_\_\_ Age: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_\*

*\*Putney Student Travel is committed to creating an inclusive environment for all students. During our programs, rooms are assigned based on self-identified gender and personal comfort. If you would like to have a discussion about either rooming preferences or, gender identity with a Program Director if offered a scholarship, please check this box*

**Voluntary Demographic Information:**

- American Indian or Alaska Native
- Asian
- Black or African American
- Latinx
- Native Hawaiian or Other Pacific Islander
- White

Please select all that apply. This information will not be used in the application process, and is only for the purpose of analyzing who our efforts serve.

T-shirt type  Unisex or  Fitted

*Unisex sizes (circle one)* Extra Small, Small, Medium, Large and X-Large, XX-Large

Applicant Address:

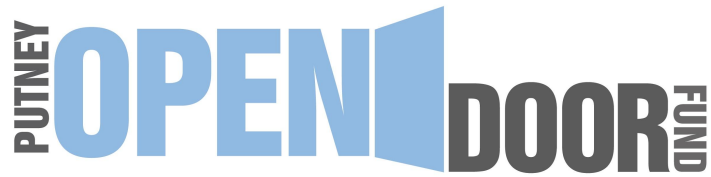
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Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant's School: \_\_\_\_\_

City/State of School: \_\_\_\_\_

Current Grade in School: \_\_\_\_\_



Have you ever traveled domestically (within the United States) or internationally? Please tell us about your previous travel locations and experiences (traveling with family, with school, on other summer programs, camps etc.)

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Please list any languages you speak or have studied, and for how many years:

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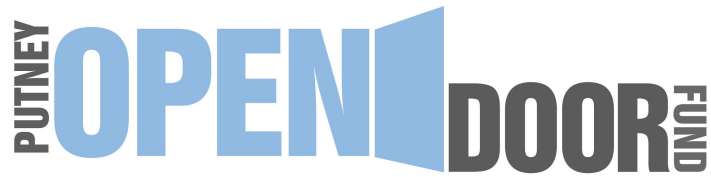
Please list extracurricular, volunteer or after-school activities in which you participate:

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How did you learn about this scholarship opportunity?:

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**Parent/Guardian Information**

*Primary Parent/Guardian*

Name: \_\_\_\_\_

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

Occupation (if applicable) : \_\_\_\_\_

Place of Employment (if applicable): \_\_\_\_\_

Primary Parent/Guardian's Email:

\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

*Secondary Parent/Guardian*

Name: \_\_\_\_\_

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

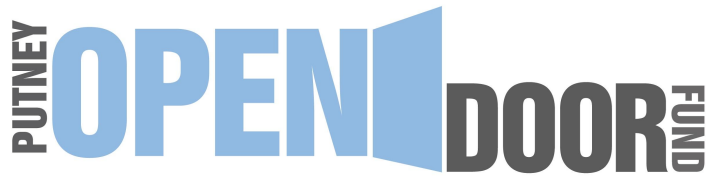
Occupation (if applicable): \_\_\_\_\_

Place of Employment (if applicable): \_\_\_\_\_

Secondary Parent/Guardian Email:

\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_



With whom does the applicant live? \_\_\_\_\_

Who should receive all mailings?  Primary Parent/Guardian  Secondary Parent/Guardian  Both Parents/Guardians

**Financial Information**

*Household Income*

Household size (# of people residing in your household): \_\_\_\_\_

Primary Parent/Guardian's Taxable Income: \$ \_\_\_\_\_

*Adjusted gross income (AGI) from most recent federal tax return - see Line 11 of Form 1040*

Primary Parent/Guardian's Nontaxable Income: \$ \_\_\_\_\_

*Includes child support, Social Security benefits, Disability benefits, TANF and other nontaxable income*

Secondary Parent/Guardian's Taxable Income: \$ \_\_\_\_\_

*Adjusted gross income (AGI) from most recent federal tax return - see Line 11 of Form 1040*

Secondary Parent/Guardian's Nontaxable Income: \$ \_\_\_\_\_

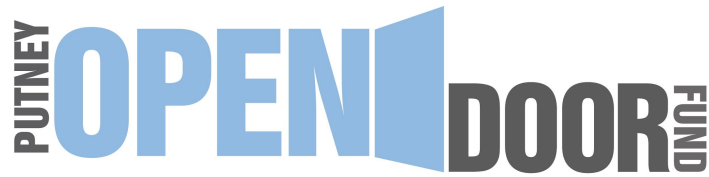
*Include child support, Social Security benefits, Disability benefits, TANF and other nontaxable income*

Total Household Income: \$ \_\_\_\_\_

*Assets*

Please list all financial assets and their values, including parents' savings accounts, home value, investment portfolio, etc. Please attach sheets if necessary.

- a. Total of all savings and/or checking accounts: \$ \_\_\_\_\_
- b. Total of retirement and/or investment accounts: \$ \_\_\_\_\_
- c. Value of house(s): \$ \_\_\_\_\_



- d. Value of business assets (vehicle, property, equipment, etc.)\$\_\_\_\_\_
- (The Scholarship Committee may request additional documentation if Gross business income is significantly higher than our income eligibility guidelines)*

#### *Financial Disclosure*

Please provide a copy of your parents'/guardians' most recent federal tax returns (Fiscal Year 2022 or 2023).

Please provide a Parent/Guardian statement explaining the household's financial obligations, need for financial support and outlining the unique characteristics of the applicant that demonstrate how the student would benefit from and contribute to a Putney Program. Please include any personal circumstances that may be important to your application. *(If the applicant is financially emancipated or serves as head of household, this can be completed by the applicant)*

#### **Applicant Statement**

Attach a statement explaining why you would like to join a Putney Student Travel program. Statements should include:

- The applicant's specific connection to Putney's programs and mission.
- Demonstrating interest in the program destination or theme.
- Demonstrating what the applicant hopes to gain from the experience.
- Addressing what the applicant feels they will contribute to a program and group of peers.

#### **Teacher References**

To be considered for the scholarship program, we must receive two completed Teacher Reference Forms by February 15, 2024. Teacher reference forms should be included with the application materials, each in individual envelopes signed across the seal by the teacher who completes them.

#### **Post-Travel Scholar Evaluation**

Our scholarship students' descriptions of their experiences are the most powerful tool we have for ensuring the health, growth and longevity of the Putney Open Door Fund. It's essential that our donors feel a direct connection to the students they fund. Testimonials from PODF participants play a crucial role in our ability to communicate the life-changing experience of educational travel on behalf of the fund, its board, and our donors. Therefore, it is essential that we receive detailed feedback from all scholarship recipients about their experiences during their programs. The PODF





requires, as a condition of receiving an award, that each scholarship applicant and the applicant's parent/guardian agree as follows:

If selected to receive a scholarship, The Putney Open Door Fund may use application information, photos of the applicant and applicant correspondence for scholar profiles and, in future fundraising materials.

Scholarship recipients will submit an evaluation of their program and experience for review by the PODF within 15 days of the end of their summer program.

<b>Applicant's Name (Please print):</b>	
<b>Applicant's Signature:</b>	<b>Date: / /</b>
<b>Parent/Guardian's Name (Please print):</b>	
<b>Parent/Guardian's Signature:</b>	<b>Date: / /</b>