



Eagleton Institute of Politics

STATE HOUSE EXPRESS

2009 – 2010 APPLICATION FORM

Teachers may submit applications for the 2009-2010 program to Eagleton at any time between now and the end of the academic year. Grant awards will be made on a rolling basis with decisions made as soon as the applications are received. Notification will be sent via email, so please make sure to include a correct email address. If no email is listed, notification will be sent via mail.

Eligibility criteria:

- Awards are designated for groups of students in grades 6 through 12.
- Groups receiving awards must include at least 25 students.
- Teachers who receive the award must schedule their tour directly with the Office of Legislative Services in Trenton to take place between September 2009 and June 2010.
- All interested teachers from public and private schools are encouraged to apply, including those who have received awards in the past.
- Other school groups, who do not meet the criteria specified above, may also apply and will be considered on a case-by-case basis.

Application Date: _____

Name of Teacher: _____

Name of School: _____

School Address: _____

City: _____ Zip: _____

County: _____

Name of Principal: _____

School Phone: _____

School Fax: _____

Teacher Home/Cell Phone: _____

Teacher e-mail for grant notification: _____

Please check appropriate boxes below:

School: High School Middle School

Grade: 6th 7th 8th 9th 10th 11th 12th

Class: Government History Civics AP Class Other: _____

Number of Students in Class: _____

Explain why you want to bring your class to visit the State House:

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)? _____

To expedite grant processing we ask that all applicants complete the section below.

Federal Identification Number: _____

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

Mailing address where check should be sent and person to address to:

ATTN: _____

Important Information for Grant Recipients:

- All checks will be issued by Rutgers University and will take approximately three weeks from the date you accept the grant award.
- Eagleton Institute assumes that the submission of this application verifies that you have permission to take students on this field trip.
- **You are responsible for scheduling the trip with Office of Legislative Services (OLS) located 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 since tour availability depends on the legislative calendar.
- 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 2009 and June 2010, the \$300 award must be promptly returned to the Eagleton Institute so that another school can be given the opportunity to participate in the program.

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

Gloria Minor
State House Express
Eagleton Institute of Politics
Rutgers, The State University of NJ
191 Ryders Lane
New Brunswick, NJ 08901-8557

Phone: (732) 932-9384 x245
Fax: (732) 932-6778
e-mail: gminor@rci.rutgers.edu
Web: www.eagleton.rutgers.edu