

To: Whom It May Concern

From: WMS Principal

Re: Field Trip & Excursion Scholarship Application Protocol

Due to the rising costs of field trips, excursions, and other learning opportunities, we have developed a protocol for families who would like to apply for some relief. In general, due to our limited financial ability, the scholarships only range from \$50.00 per student or 50% of the cost of the event, whichever amount comes first. Should WMS have additional funds to offset the cost, they will be dispersed evenly among the successful scholarship applicants the week prior to the trip.

### **Protocol for Scholarship Application**

- Two weeks prior to the payment deadline for the event the student must write a letter to the principal asking for a scholarship.
  - The letter should detail their desire to attend and what outcomes the student will receive from the trip.
- That letter will go to the scholarship committee for review.
- Upon a successful review from the committee, the student will receive conditional approval for a scholarship.
- Scholarships will depend upon successful completion of the conditional approval.
  - The conditional approval is generally some community service to the school. However, the committee may impose other conditions tied to academic and behavioral goals.
- Scholarships will be in the range of \$50.00 or 50% of the cost of the trip, whichever comes first.

As always, if you have any questions, please don't hesitate to contact us at 596-9061.