



Road Scholars Program Confirmation

Project Directors, complete this form and send it by email *to the scholar within a week* of receiving notification that your application approved. Please also send the scholar any travel reimbursement forms or accomodation information they would need to complete. Do not send this form to the Council offices.

Sponsor Information			
Sponsoring Organization:			Contact Person Upon Arrival:
Address of Program Site: (please include a map or attach clear directions)			Phone:
City:	State:	Zip:	Sponsor County:
Project Director			
Project Director Name:			Phone:
Address:			Fax:
City:	State:	Zip:	Email:
Program and Travel Information			
Scholar:		Program Title:	
Program Date:	Program Time:	Preferred Length of Time for Program: (typically 45 minutes)	
Scholar Travel Arrangements: Please indicate the travel arrangements made for the scholar: (please attach additional sheets as needed)			
Mileage reimbursement for scholar travel over 175 miles: Please list reimbursement rate and method (please write N/A if travel is under 175 miles)			
Scholar overnight accommodations? YES NO			
Background information about the group to be addressed, for example: special purpose or interest of the group, approximate age of audience, gender, number of participants, etc.			