VAL MANUEL TAKE ACTION TRAVELSHIP APPLICATION

**To be eligible, you must:**

1. Be a registered Girl Scout in Western Washington in grades 8-12
2. Take a leadership role in a Take Action Project that is connected in some way with your travel experience.
3. Funds must be used by September 30, unless otherwise arranged by recipient and travelship committee. After September 30, they revert back into the travelship fund.

**Instructions:**

* Please **type** your application. Handwritten applications will not be considered. This document is a Word form and space for your responses will expand as you type. You may add additional supporting materials.
* Application must be emailed or postmarked on or before **May 1**. Late applications will not be considered.
* Return completed applications to travelapplicant@girlscoutsww.org or Girl Scouts of Western Washington, Attn: *Val Manuel Travelship, 5601 6th Ave S, Suite 150*, Seattle, WA 98108.

**Applicant’s Name (First and Last):**

**Address**

**City**       **State**: WA **Zip**

**Phone** (   )   -     **Email**

**Your Travel Experience**

1. **Describe your upcoming travel experience.**
* Where are you traveling?
* What is the size of the group? # of adults:       # of girls:       # of boys:
* Who is organizing the trip?
* What will you be doing on the trip? Please provide a brief list of activities.
1. **Why did you pick this area to visit?**
2. **What excites you about the possibility of participating in this trip?**

**Your Take Action Project**

1. **Describe your proposed Take Action Project. What will you be doing? What issue or problem are you addressing? Why is this meaningful to you?** [Remember, you are writing this for someone who does not know you, your community or the area you are traveling to. Be sure to include all information so they can comprehend the project you are proposing. Be sure to include how the project is connected to your trip.]
2. **What is your role in planning and executing the project?**
3. **When do you expect to complete the project?**
4. **What will success with your project look like to you?**
5. **How will your project be sustained or continue beyond your involvement?**
6. **Are you partnering with an agency or organization other than Girl Scouts?** If yes, please describe the organization and their role in your project.
7. **Describe how you plan to tell others about your project, the project’s impact, and what you have learned** (website, blog, presentations, posters, videos, articles, etc.).
8. **The Val Manuel Take Action Travelship award is up to $1,500.**
	1. How much travelship money are you applying for?
	2. How will you use the funds?
	3. Where are you getting the rest of the money to fund your travel and Take Action project?

**Budget Proposal**

Take Action Projects often require money, or an in-kind donation of goods, to complete. Use this form to share your plan for earning money, or securing donations for your project and your trip, and the money you will be spending to implement your Take Action Project. Be sure to include the amount you are requesting for the Val Manuel Take Action Travelship.

\*Income is any money or goods you bring in as you work on your Take Action Project and trip. Sample income items are funds from cookie sales, money-earning opportunities, your award from the Val Manuel Take Action Travelship, etc.

**INCOME AMOUNT**

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| Cookie sales |       |
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| TOTAL  |       |

\*Expenses include items like supplies, program fees, transportation, food, mailing costs, etc. They are the things you have to spend money on as you work on your Take Action Project. You may include the cost of your trip as one line item. You do not need to break out flight, accommodations, meals, etc. for your trip.

**EXPENSES AMOUNT**

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| TOTAL |       |

\*Total Income should equal Total Expenses

*Val Manuel Take Action Travelship recipients will need to sign a financial agreement verifying that funds will be used for the purposes outlined in this application.*