FLEX Orientation Fund Request

FLEX funds of $300 per student per year are available for orientations. **Submit a budget and agenda 30 days prior** to request funds. Remember to utilize an attendance record (sign-in sheet). Fax this fund request to Jan McInvale at 1-972-932-8722. Submit this form and all **receipts, attendance records, and photos within 30 days** of the orientation to:

Jan McInvale
1152 Country Oaks Drive
Kaufman, TX 75142

Orientation: _____Post-Arrival _____Mid-Year _____Pre-Departure

Covered Topics (circle all that apply): *PAO: FLEX Program Goals Personal Goals Communication Channels Budgeting PIE Rules/Regulations Homesickness/Culture Shock* MYO: IEW Adjustment/Techniques for Coping American Values GYSD *PDO: Travel Procedures Alumni Registration Re-Entry Expectations/Challenges E-Goals Maintaining Contact Sharing About USA* Skill Development (Specify Skill): _____ Regional Manager: _____

Receipt #	Category	Orientation Budget (Requested Amt)	Actual Expenses
	Transportation: Airfare/Rentals/Gas/Mileage/Parking/Tolls/Taxis		
	Professional Speakers/Instructors		
	Entrance/Admission Fees		
	Meals/Dinning/Food		
	Lodging/Hotels/Meeting Facilities		
	Supplies/Materials/Equipment Rentals		
	Other (Specify):		
	Sub Total		
	Charge on Jan McInvale's Credit Card	-	
	Amount of Check Needed		

Date Funds Needed By: _____ Amount of Check # 1 : _____

Make Payable To:_____

Send Check To: _____
Street Address City State Zip Code

If applicable, amount of Check # 2 : _____

Make Payable To:_____

Send Check To: _____
Street Address City State Zip Code

For Office Use Only: *Log Sent:* _____ *Receipts Received:* _____