



NEW MEXICO STATE CHAPTER
Student Cottery Visit Fund Application
To be Completed by Student
(Amount of award will not exceed \$1,000)

Name _____ Nickname _____

Address _____ Zip _____

Phone # _____ Email _____

High School _____ GPA _____ Date to Start College _____

P.E.O. Contact _____ Chapter _____

City _____ Zip _____

Phone _____ Email _____

Why are you interested in visiting the Cottery campus? _____

What do you think Cottery can offer you? _____

How did you hear about Cottery College? _____

Dates of planned trip: _____

Signature _____ Date _____

Upon return from your visit, you must make a brief written report to your sponsoring chapter.



Return this form to your Local Chapter Sponsoring Contact



NEW MEXICO STATE CHAPTER
Chapter Cottey Visit Fund Application
To be Completed by the Sponsoring Chapter

Date _____

Prospective Cottey Student Name _____

Sponsoring Chapter _____ City _____

Cottey Chairman: _____ Phone _____

Address _____ City & Zip _____

How is your chapter acquainted with this prospective student? _____

How interested is this student in attending Cottey? _____

_____ From

your best estimate, how great is her financial need? _____ The maximum
award is \$800.



Return this form, along with the Student Application Form, to the New Mexico State Cottey College Chairman. Her name and address can be found on the New Mexico website (www.nmpeo.org) under Committee Chairs.

Upon return from her visit, the prospective student must

- **Make a brief written report to your chapter**
- **Submit her receipts and Reimbursement Form to you, which you will forward to the Cottey College Chairman**

With final approval, the state treasurer will send a check directly to the student and notify your chapter and the Executive Board.



NEW MEXICO STATE CHAPTER
Cottery Student Visit Reimbursement Form
To be Completed by the Student

As a serious, prospective student of Cottery College, I request travel reimbursement following my campus visit to Cottery College. The amount of the award will not exceed \$1,000. Request for reimbursement must be submitted within 30 days following the visit to the campus.

Name: _____ **Date** _____

Address: _____ **City, State, Zip** _____

Parent(s) or Guardian _____

Address _____

High School _____ **Junior or Senior?** _____

Dates of campus visit _____

P.E.O. Contact _____ **Chapter** _____

Signature of Admissions Representative at Cottery College: **To be Obtained while at Cottery**



Return this form with original bills/receipts for travel attached to your sponsoring P.E.O. Chapter

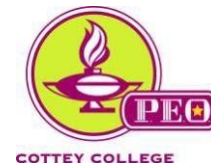


You will need to submit a short-written statement of your experience at Cottery to your sponsoring chapter along with the Reimbursement Form.

For New Mexico State Chapter Use Only:

Amount Awarded \$ _____ **Date Approved by Cottery Committee Chairman** _____

Date of Reimbursement Made By NMSC Treasurer: _____



NEW MEXICO STATE CHAPTER

Process for submitting Cotley Visit Forms

- 1. Student finds a chapter to sponsor her, and the chapter gives her the Cotley Visit Form and the Reimbursement Form.**
- 2. Student submits completed Visit Form to the chapter.**
- 3. Sponsoring Chapter completes their form and submits it, along with the student form, to the Cotley Chairman for approval.**
- 4. Cotley Chairman approves the travel and communicates this to the chapter, the student, and the Executive Board.**
- 5. Student travels to Cotley.**



While there, she must obtain the signature of an Admissions Representative on the Reimbursement Form.

- 6. Student submits the Reimbursement Form with her travel receipts to her sponsoring chapter. The chapter sends them to the Cotley Chairman.**
- 7. After her approval, the Cotley Chairman sends the form and receipts to the State Treasurer.**
- 8. Treasurer writes check and sends it directly to the student. She notifies the sponsoring chapter, the Cotley Chairman, and the Executive Board.**