

Appendix Q3 –Notification Letter

«Date»

«Name»

«Address»

«City, State, Zip»

Dear «Mr./Ms. Last Name»:

Congratulations! You have been awarded a full scholarship to attend the [year and host site] National Summer Transportation Institute (NSTI) Program. This program will prepare you to meet the academic and social challenges during your upcoming academic year. The program dates are _____ to _____.

The [Host Site], [State Transportation Agency], and the Federal Highway Administration have agreed to provide educational experiences for middle and high school participants like you. The NSTI Program will expose you to a series of academic experiences designed to motivate you toward professions in the transportation industry. You will participate in mathematics, science and transportation---related projects to assist you with selecting a career in the transportation industry. There will be a parent/participant orientation at [date/ time/location] Please see enclosed campus map for directions. Participants will be allowed to check in on [Date] after [time] in the [Dormitory Hall] on the [Host Site] campus.

I have enclosed a copy of the participant/parent agreement. This signed form confirms your commitment to participate in the NSTI Program. It must be returned to us by [Date]. Other required forms and a statement from the [Host Site Office] are enclosed for you and your parent(s)/guardian(s) review. Please bring these documents with you when you arrive for the program. We will not accept unsigned forms requiring parent(s)/guardian(s) signatures. You may contact [Contact Person] at [Phone Number/Email] if you have any questions regarding the NSTI. Congratulations again, and we look forward to seeing you on [date].

Sincerely,

Name
Project Director
NSTI Host Site

Rules and Regulations

We are excited to have you join us for the Summer Transportation Institute. We are responsible for your safety and well---being at all times. The following guidelines, rules and regulations are important and necessary to meet the objectives of the NSTI.

1. The NSTI staff expects participants to display courtesy and professional behavior toward their peers, faculty, and staff at all times.
2. Only excused absences from the Project Director will be accepted. Participants must report illness; injury etc., to their residence counselor and Project Director to be excused from classes (seminars/labs).

Violations may lead to dismissal from the program. Attendance at all activities is mandatory.

3. Participants are not permitted to leave campus unless escorted by a counselor or another adult in authority. Residence counselors will make arrangements for off--- campus activities. Any unauthorized participant found or reported off campus is subject to immediate dismissal.
4. Activities are planned each weekend for the participants. Participants are required to participate in all weekend activities, unless prior arrangements are made. Participants who must go home on weekends may do so on Saturdays after 1 p.m. and must return on Sunday by 5:00 P.M. Parents must consult with the Project Director before signing participants out of the dormitory when leaving campus. Parents must sign participants back in when they return to campus.
5. Each participant will receive a <<Host Site>> ID card. This ID card will allow him/her dining privileges and access to all college/university facilities and related programs.
6. All residence hall rules of conduct must be followed. A 9:00 p.m. curfew is set for all residence halls. Participants are free to move around inside the residence hall under the supervision of the residence hall counselor. They must also abide by bedtime hours.

I have read, understand, and agree to comply with the above rules and regulations.

Signature (Participant)

Date

Signature (Parent/Guardian)

Date

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Participant/Parent Agreement

I have read and understand all materials submitted to me in my acceptance letter for the National Summer Transportation Institute (NSTI) Program. I have also read the NSTI regulations and I agree to comply with all stated policies. All incidences of noncompliance with the regulations will result in my dismissal from the NSTI. If dissatisfied with the NSTI, I understand I can leave at any time, after a parent/guardian conference with the Project Director.

Signature (Participant)

Date

Signature (Parent/Guardian)

Date

Parent/Guardian Telephone Numbers

Home:

Work: