

**Checklist for Teachers Recommending Students for a Visiting Cousins Bursary 2019**

|  |  |  |
| --- | --- | --- |
| **Task** | **Date Completed** | **Notes** |
| VC Bursary Recommendation Forms completed for one or two students (maximum 2) |  |  |
| VC Bursary Recommendation Forms emailed to 2019visitingcousins@gmail.com by March 29, 2019 |  |  |
| Message from KLF Inc. received by teacher by April 12, 2019 indicating whether recommended students are bursary recipients or alternates |  |  |
| Contact by teacher with parents to jointly complete VC Registration Forms provided by KLF Inc. |  |  |
| Submission by teacher of completed VC Registration Forms directly to Kings Landing Historical Settlement (address will be on form) by May 13, 2019  |  |  |
| After the registration form is sent to Kings Landing, the staff will thereafter be communicating only with the child’s parent or guardian.  |