“SUPERHEROES of SPIN”

2017 SPIN CONFERENCE

University of Hawaii Campus Center

 April 22, 2017 8:30 am – 3:30 pm

AIRFARE SCHOLARSHIP FORM

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *\*NOTE: Make sure name written above is your legal name as it appears on your I.D.*

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street or PO Box City Zip Code

**Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Phone Cell Phone Email *(for flight confirmation)*

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Island**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Age of child:** \_\_\_\_\_\_\_\_

(*TSA requirement for booking flights*): *(child must be receiving special education*

 *or Early Intervention services)*

 Hawaiian Airlines  Island Air  Mokulele Airlines  Ohana,

**First Choice:**

 Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight #\_\_\_\_\_\_\_\_\_\_\_

 Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight #\_\_\_\_\_\_\_\_\_\_\_

**Second Choice:**

 Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight #\_\_\_\_\_\_\_\_\_\_\_

 Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight #\_\_\_\_\_\_\_\_\_\_\_

Check all that apply.

 **I accept the terms of the Travel Guidelines** (see attached)

 *\* This box must be checked before travel is arranged \**

 I would like to sign up for the airport shuttle service to and from the SPIN Conference.

 **I have enclosed my Registration Form & fee** in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

($25 parent, $45 for 2 family members, $25 College Student, $40 professional)

Make checks payable to SPIN – Special Parent Information Network

Office only: Received check on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_

Database input: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email input: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation email sent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE COMPLETE AND SEND BACK TO SPIN**

**Fax: (808) 586-8129 E-mail: spin@doh.hawaii.gov**

**919 Ala Moana Boulevard, Room 101, Honolulu, HI 96814**

**TRAVEL GUIDELINES**

*Our SPIN Advisory Committee has determined that all our airfare recipients must follow these guidelines so that SPIN can be both efficient and fair in our travel support to families.*

* Airfare Scholarships are limited to two adult family members per child with special needs.
* Scholarships are provided to **parents of infants, toddlers and school-aged children with disabilities**. The child must be under 22 and currently receiving early intervention or special education and related services.
* Scholarships are limited and provided on a first-come, first-served basis. They are distributed evenly by island and age of student. Scholarships are not guaranteed until confirmed by SPIN.
* Recipients will need to fill out state-required paperwork.
* Conference registration form and fees should accompany your completed Airfare Scholarship Form. **Flights will not be booked until registration form and fees have been received.** If your registration fees are being paid for by another agency or organization, please indicate that on the registration form.
* If a flight change/cancellation must be made, call the SPIN office (808) 586-8126, and not the air carrier. Some flights will be made by a sponsor organization. You will be given directions on what to do in case of a flight change or cancellation with them.
* We discourage making changes after reservations are made, please make sure your dates are firm. If a change is required, it must be arranged through SPIN. Any flight change fees are the responsibility of the traveler.
* You should call the air carrier directly ONLY if you have an emergency on Friday afternoon (the day before the conference) or on the morning of the conference that prevents you from attending the conference.
	+ Hawaiian Airlines Reservations: 1-800-367-5320
	+ Mokulele Air Reservations: 1-866-260-7070
	+ Cancel your own flight arrangements at least 90 minutes prior to departure time.
	+ Make sure to leave a message on the SPIN line (808-586-8126) notifying us of your cancellation/emergency.
* **Shuttle Service:** Complimentary shuttles are being arranged on the day of the conference to and from the Honolulu International Airport and the conference site at UH Manoa.
* The Airfare Scholarship program covers airfare only and **does not include** transportation costs, i.e.: mileage, parking fees, taxi or bus fare, or arrangements to and/or from the airport on your home island or on Oahu.
* Once you are notified of a scholarship award, you will have 5 days to confirm your participation and provide all the information we need to arrange travel. If we do not hear back from you within 5 days, your award will be given to the next person on the list.
* Failure to follow these Travel Guidelines may result in a loss of current and future scholarships.