

Booked: _____ Confirmation #: _____ Date received: _____

“SPIN It to Win It”

2018 SPIN CONFERENCE
University of Hawaii Campus Center
April 21, 2018 8:30 am – 3:30 pm

AIRFARE SCHOLARSHIP APPLICATION

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)

*** Have you attended a SPIN Conference before?** Yes No

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. (*Required)

*** I have read & accept the terms of the Travel Guidelines** (see page 2)

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

* I understand that Airfare Scholarships are limited. I will be notified by February 10, 2018 if I have been awarded a scholarship and must confirm acceptance of the scholarship(s) by February 15, or my scholarship may be awarded to the next applicant.

Notified on: _____ Confirmed on: _____ Reg. Rec'd: _____ Email input: _____ Confirmation email sent: _____

PLEASE COMPLETE AND SEND BACK TO SPIN by FEBRUARY 9, 2018

Fax: (808) 586-8129 E-mail: spin@doh.hawaii.gov
1010 Richards Street, Room 118, Honolulu, HI 96813

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 or family members caring for 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.
- Airfare Scholarships do not cover children, students or the professionals who serve them.
- Scholarships are limited and not guaranteed. They will be distributed evenly among islands with considerations for age of child and a balance of new conference attendees and past participants.
- Scholarships are not guaranteed until confirmed by SPIN.
- **Recipients will be notified by SPIN on or before February 10, 2018 by phone or email.** Recipients have until February 15, 2018 to confirm acceptance of the scholarship(s) by phone or email. Failure to confirm the scholarship award may result in loss of the scholarship.
- **Once a scholarship has been awarded, the recipient has 30 days to submit a registration form and fees** to SPIN, unless other arrangements have been made and agreed upon. If your registration fees are being paid for by an agency or organization, please indicate that on the registration form.
- We strongly discourage making changes after reservations are made, please make sure your dates are firm. If a flight change/cancellation must be made, call the SPIN office (808) 586-8126, and not the air carrier, as soon as possible. Changes cannot be guaranteed due to airline limitations. 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 and arranged shuttle service only and **does not include** other 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.
- Failure to follow these Travel Guidelines may result in a loss of current and future scholarships.

Mahalo for your interest in attending the 2018 SPIN Conference.