

Application for a NetVUE Campus Visit

The NetVUE Campus Visit program is designed to help institutions learn more about their engagement with vocational exploration and discernment. A team of up to four persons from one NetVUE institution can receive funding to visit one or more other NetVUE institutions to learn about particularly successful programming related to vocation that might be adapted and developed for their own institutional context.

Application Instructions

Institutions interested in a NetVUE Campus Visit should contact a potential host campus and make preliminary arrangements before requesting funding from NetVUE.

Applications can be submitted to Rachael Baker, NetVUE associate director, at rbaker@cic.edu and should include (1) **a completed application form**, (2) **a one-sheet budget**, and (3) **a one-sheet proposed schedule for the visit**.

The proposed budget plan should cover travel, meal, and lodging expenses for both the visiting team and the host campus up to a maximum of \$400 for travel and \$450 for meals and lodging per visiting team member, for a team of three or four members. NetVUE will reimburse expenses to the institution after the visit.

Visiting Team

Please provide the details of the visiting team.

Institution name: _____ **Date of Submission:** _____

Team Leader: _____ **Title:** _____

Team Member: _____ **Title:** _____

Team Member: _____ **Title:** _____

Team Member: _____ **Title:** _____

Primary Contact at Host Institution

Please provide the name of the primary contact at the host institution.

Name: _____ **Host Institution:** _____

Position/Title: _____ **Email:** _____



Goals for the NetVUE Campus Visit

Please provide a brief description of the campus visit goals, needs, and interests.

Agreement

Within 30 days of the visit, the visiting team agrees to submit one- to two-page report to NetVUE summarizing what was learned and describing the next steps to be taken by the visiting campus. The report should be accompanied by a request for visit expense reimbursement. The host team also agrees to submit any expenses they occurred within 30 days of the visit.

Signature of Organizer

Name: _____ Date: _____

Questions and Submission Instructions

Please address any questions and send the completed form, budget, and proposed timeline to:

Rachael Baker
Associate Director
Network for Vocation in Undergraduate Education (NetVUE)
Email: rbaker@cic.edu