



Robert Alexander, Secretary
Cavin Family Traveling Fellowship
Department of Architecture
California State Polytechnic University
3801 W. Temple Ave.
Pomona CA. 91768

Re: Letter of Agreement

Dear Mr. Alexander:

In accepting the Cavin Family Traveling Fellowship award for 2016, I accept the Fellowship conditions and understand that I must complete my travels within the 2016 calendar year and travel for a minimum of ten weeks outside of the United States. I assume the responsibilities and opportunities pertaining to the Fellowship and, in the course of my travels, shall communicate with you by bi-weekly e-mail letters, keeping you currently informed of my itinerary and present and prospective addresses with approximate estimates of length of stay at each address. My letters also will describe the nature and progress of my proposed itinerary and proposed study with a list of cities and locations to be visited.

I have reviewed the available scholar postings from the previous year's winners. I understand the scope and a potential format for my bi-weekly communication obligation. I further accept the stipulation that I shall prepare a final written report describing and illustrating my travels. The bi-weekly reports shall be illustrated by sketches, reproductions and photographs and will be word-processed in 8-1/2" x 11" format ready to be assembled with added notes for the final report.

It will become a permanent record of the Fellowship and the property of the Cavin Family Traveling Fellowship. The report will be sent to the Fellowship Secretary by December 17, 2016, at which time the initial \$4,000 stipend for the 2016 Cavin Family Scholar will be paid to me.

I understand that I am solely responsible for obtaining advice and coverage regarding health insurance and income tax obligations during my travel period. I understand that the total stipend in the amount of \$12,000 is to cover the costs of my travel-study alone. I will notify you well in advance of my expected date of return and also immediately upon my arrival.

Sincerely yours,

Signature _____

Print Name _____

Date _____