



## **APPLICATION RULES, PROCEDURES & GENERAL INFORMATION**

The George Wright Memorial Fellowship (GWMF) is a program sponsored by the American Theatre Organ Society (ATOS) to pay for a young person to attend his or her first ATOS Annual Convention, ATOS Summer Youth Adventure, or ATOS Technical Experience. ATOS covers approved expenses and related travel costs of the recipient as outlined below. A maximum number of candidates shall be selected for the Fellowship depending on the interest and earnings accrued from the GWMF fund.

### **APPLICATION PROCEDURES**

Applicants must be 15 to 24 years old as of the deadline to submit the application and must not have ever attended a previous ATOS Annual Convention, Summer Youth Adventure, or Technical Experience. Applicants who will be under the age of 18 as of the date of the convention must be accompanied and supervised by a parent, legal guardian, or an adult specified by his/her parent or guardian. ATOS will not cover the expenses of the adult. However, the candidate and adult may share the hotel room paid for by ATOS. If the winner is not an ATOS member, ATOS will pay membership dues for the winner for one year, provided he/she has never previously had a membership in ATOS.

In order to apply for the Fellowship, the applicant must submit the following materials:

- (1) A completed two-page application form.
- (2) An essay not to exceed two (2) double-spaced typed pages describing how attending the chosen event will benefit the applicant. Additional information describing the applicant's accomplishments and/or involvement with the theatre organ or other groups is helpful.
- (3) A letter of recommendation by an adult other than a family member. This person may be a teacher, scout leader, church worker, employer, etc. The writer should discuss how he or she knows the applicant, any information about his/her involvement and leadership in any group, the level of his/her involvement or enthusiasm in the theatre organ world, and how attending the chosen event will benefit the applicant. The recommendation letter should be signed, and the address and phone number and email of the writer should be included.
- (4) Proof of age (driver's license, student ID, passport, etc.)
- (5) If the applicant will be under the age of 18 by the time of the chosen event, the parental permission form on page 2 of the application must also be completed, signed, and included.
- (6) Any additional information that he/she feels should be considered.

All applications and supporting materials must be emailed or postmarked no later than Tuesday, May 1, 2018.

The winner is expected to attend the entire chosen event. At the Annual Convention, the winner is expected to attend all major events including scheduled concerts, the ATOS Annual Membership Meeting, the Annual Members' Forum, and the banquet and/or awards presentation. Participation in overture and encore activities is optional and at the expense of the winner.

After the close of the event, the winner is encouraged to submit an article for the Theatre Organ Journal recalling their experience and expressing thanks for the award.

The article must be submitted to the Youth Representative to the Board by August 31, 2016. Receipts for fees to be reimbursed are to be sent at this time. Reimbursement will be sent after all of the previously mentioned materials are received by the Youth Representative to the Board.

### **EXPENSES COVERED BY THE FELLOWSHIP**

For the ATOS Summer Youth Adventure and the ATOS Technical Experience:

- Tuition
- Hotel costs at event rates for the nights the event is in session
- Lowest economy round-trip airfare or other transportation from the applicant's residence to and from the event

For the ATOS Annual Convention:

- Convention registration fee
- Hotel costs at convention rates for the nights the convention is in session
- Lowest economy round-trip airfare or other transportation from the applicant's residence to and from the convention
- Banquet admission

The fellowship does not cover expenses relating to convention overtime and encore activities (if any), meals, personal or incidental expenses, expenses for an adult supervisor for winners under the age 18, or any other expense not specified above.

### **METHOD OF PAYMENT OF APPROVED EXPENSES**

Any registration/tuition fees and banquet fee (if attending convention) will be paid directly by ATOS when the winner is selected. Transportation and hotel expenses will be reimbursed by ATOS after the winner has submitted the requested information.

**If you require additional information or if you have any questions, please contact the Youth Representative to the Board at the address below.**

Wilson Alness, ATOS youth representative to the board  
P O Box 8246, Portland, OR. 97207  
w.alness@atos.org