



## Division of Hotels and Restaurants

### Annual Program Report Form For School-to-Career Transition Program Grants

This annual report form should be completed according to Rule Chapter 61C-8, Florida Administrative Code, and is also subject to the requirements of Section 509.302, Florida Statutes.

1. Name of Grant Recipient \_\_\_\_\_

2. Amount Grant Awarded \_\_\_\_\_ Grant Number \_\_\_\_\_

3. Authorized Representative: Name \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4. Describe the program implemented pursuant to this grant, including goals and objectives that have been evaluated; tasks accomplished with timetable; methods used to evaluate the success of the program the reasons for success or failure resultant activities which will be on-going and successful.

5. Attach a detailed accounting of grant expenditures to-date.

I am familiar with the information contained in this annual program report and, to the best of my knowledge and belief, such information is true, complete, and accurate. I possess the authority to submit this annual program report on behalf of this applicant.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Please return this form to:

Hospitality Education Program  
Division of Hotels and Restaurants  
Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399-1011