



## Field Trip/Classroom Outreach Reservation Request

**This is just a request; reservation is not complete until receipt of confirmation notice.**

Request Type: <input type="checkbox"/> Field Trip <input type="checkbox"/> Classroom Outreach <input type="checkbox"/> Other (please specify):			
School Name:		Address:	
Type of School: <input type="checkbox"/> Public <input type="checkbox"/> Private			
Group Leader (First & Last Name):		City:	State:
			Zip Code:
Email:		Phone Number:	
Grade Level & Number of classes:		Fax Number:	
Number of Children:		Number of School Staff:	
Number of Parent Chaperones (Ineligible for grant funds):		Best time to contact teacher:	
Best method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone   Other:			
Arrival Time:		Departure Time:	
Preferred Days in order of preference:	1.	2.	3.
Program Choices in order of preference:	1.	2.	3.
Additional Notes:			

**Continue request on next page**

**For Museum Use Only**

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Lunch Plan:**

- Option I. Special Order Museum Lunch
- Option II. Need only space for lunch
- Option III. No lunch

**Museum Gift Shop:** Yes No Gift Bags

**Education Programs:**

We encourage you to explore our different educational programs by browsing our field trip/classroom outreach information listed on our website. To suit your needs, upon receiving your request form, we will contact you and design a program for you and your students. If you have any questions, feel free to contact us:

By Phone: 540-332-7850

By Email: [reservations@frontiermuseum.org](mailto:reservations@frontiermuseum.org)

By Fax: 540-332-9989

By Mail: Frontier Culture Museum of Virginia  
Attn: Reservations  
PO BOX 810  
Staunton, VA. 24402

# Grant Application Guidelines

**Please read before completing grant funding request on next page.**

## Overview

The American Frontier Culture Foundation raises funds each year to provide assistance for school field trips/classroom outreach programs conducted by the Frontier Culture Museum. The funds are privately donated, and are not part of any state or federal entitlement programs. Funding decisions are made by staff at the Museum, on a first come, first serve basis. Areas that the Foundation can fund are transportation, student admission, student and teacher lunch, and gift bags. The goal, set by the fund donor, is to reach as many school children in the state of Virginia as possible.

A field trip/classroom outreach conducted by the Frontier Culture Museum is designed to complement the learning that happens inside the classroom. All of the programs incorporate the Virginia Standards of Learning. Please visit <http://www.frontiermuseum.org/education.html> to see the educational programs offered at the Museum and for preparatory information that may assist you in applying for your grant. Grant funds are not intended to replace the normal responsibility of the schools, students and parents in paying for field trips/classroom outreach programs, and are not guaranteed for the same schools each year.

## THE GRANT DECISION

Based on the grant money available, grant awards are based on the following criteria:

1. How the field trip/outreach program meets specific needs of the class
2. The clarity of the goals and objectives for a field trip/outreach program to the Museum

## THE GRANT AWARD

Once your application has been submitted, a member of the American Frontier Culture Foundation staff will contact you to provide the funding decision. Should your application be approved, the Foundation will pay directly the bus transportation by an invoice submitted from the bus company, museum admission, lunch if you've selected that option and gift bags if your school qualifies. Logistics specific to your trip/visit will be determined at the time of your award.

## QUESTIONS:

Please contact us with or concerns:

By Phone: 540-332-7850

By Email: [reservations@frontiermuseum.org](mailto:reservations@frontiermuseum.org)

By Fax: 540-332-9989

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## What We Fund

### Transportation

Transportation funds can be awarded to schools whose distance is more than 50 miles from the Museum. If school buses are used, reimbursement will be made directly to the school district transportation office after they submit an invoice to the Foundation. Normal reimbursement is \$1.50 per mile. It is the responsibility of

the teacher to make this information available to the school district's transportation office, and inform them they must submit an invoice to the Foundation for payment. If a charter bus is awarded, the Foundation will pay the charter bus company directly. It is the teacher's responsibility to submit quotes from bus companies to the Foundation and then reserve the bus after communication with Museum staff. The Foundation will contact the bus company to arrange payment. IF TRANSPORTATION FUNDS ARE AWARDED, THE SCHOOL MAY NOT VISIT OTHER SITES USING THE TRANSPORTATION PAID FOR BY THE FOUNDATION. If this occurs, the teacher is responsible for reimbursing the Foundation the transportation funds awarded. Once teachers have been notified of a grant award, they must contact the Museum's reservationist to book their trip.

### **Student Admission**

Admission for the students and teachers can be paid by the grant. Any additional chaperones accompanying the class will be required to pay their admission in the Visitor Center when they arrive for the trip.

### **Student & Teacher Lunch**

Lunch consisting of pizza, chips, soda/water can be provided for students and teachers through the grant if requested. When the teacher makes the field trip reservation he/she will inform the reservationist how many students/teachers will be eating the pizza lunch. Chaperones are welcome to eat as well for a charge of \$3.50 each payable in the Visitor Center. The teacher is required to inform the reservationist the number of paying drivers and chaperones. When the teacher makes the field trip reservation he/she will inform the reservationist how many students/teachers will be eating pizza lunch.

## **Additional Information and Funding Options**

### **Shopping**

Teachers are encouraged to allow their students to visit the Museum Store to shop. The sales from the store provide funding the support the Museum and the field trip program. Items are available beginning at twenty cents and are appropriate items for students to purchase. If the teacher prepares the students in advance, the experience can be a good lesson in life skills (what is the proper way to purchase items at a store), estimating, decision making, counting change and learning about sales tax. If there is an extreme hardship case where a student does not have money to shop and others in the class do, the teacher should inform the store manager so arrangements can be made for these students to choose an item for which the Foundation will pay.

### **Gift Bags**

For students too young to shop, or in cases where the school district does not allow shopping, the teacher can order gift bags when making the trip reservation. The gift bags are provided with grant funds but only available if the above conditions are met.

## **Grant Funding Requests**

I am requesting funds for:

- Transportation
- Student Admission (Chaperones are ineligible for grant funds)
- Student and Teacher Lunch (Chaperones are ineligible for grant funds)
- Gift Bags

