

The Friends of Valley Forge Park and Valley Forge National Historical Park Student Transportation Fund

The Friends of Valley Forge Park has established a fund to provide free transportation for qualifying school groups to visit Valley Forge National Historical Park (*Valley Forge*). The goal is to make it easier for teachers and students to access the exhibits and many educational resources offered by Valley Forge. Funds to reimburse the costs of transportation are currently available, on a first-come, first-served basis, to schools in Pennsylvania, Delaware, and New Jersey regions (*school should be in a 45 mile radius of VFNHP*).

Funds are limited. To apply for funds, please verify that you meet the eligibility criteria outlined below and email or fax the following form along with your Field Trip Request Form to the Education Services Coordinator at transportationgrant@friendsofvalleyforge.org.

Eligibility Requirements:

- The school receiving the funds must be a K-12 school located in the Southeast Pennsylvania region. NOTE: New Jersey and Delaware regions have rights to apply if located within a 45 mile radius of Valley Forge.
- The school receiving the funds must be a Title I School, or show need of assistance for the year in which the field trip is completed. If your school does not receive Title 1 funding, please submit reasons for requesting these funds. Submit your request and reasons via email.
- The requesting teacher and school principal must sign the request form.
- Please contact your transportation service center and provide an actual dollar amount on the attached form.

Please note the following additional guidelines placed upon the funds:

- To maximize the benefit to students, we expect each bus you bring will be full.
- Funds will be used to reimburse expenses only; no advances will be given.
- Funds may only be used to cover the cost of transportation; substitute teacher fees and bus driver lunches will not be covered.
- Funds may not be used to rent charter buses.
- Reimbursement of funds will not exceed the estimated expense provided by the school.

Process for Reimbursement:

Funds will not be reimbursed unless the following items are submitted within one month of the date of the fieldtrip. All forms listed below are included in the fund confirmation packet.

- Itemized, paid receipt including the school's name; bus fees are not to exceed the estimated amount
- Completed Evaluation and Request for Reimbursement Form

Transportation Grant Funding Sources:

National Park Foundation Ticket to Ride
National Park Foundation Every Kid in a Park
The Huston Foundation
Pennsylvania Colonial Daughters of the 17th Century

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School District: _____

Name of School: _____

School Address: _____

Are you a Title I School for the school year in which the field trip will occur? Yes No

Contact Name: _____

Contact Number: _____ Contact Email: _____

Principal Name: _____

Principal Phone: _____ Principal Email: _____

Field Trip Information:

Estimated Number of Students: _____ Estimated Number of Chaperones: _____

Number of Buses Requested: 1 2 3 4 Actual Bus Cost Estimate: \$ _____

Reason for Trip: _____

Acceptance of Terms of Agreement:

I certify that the school is a Title I school, grades K-12, for the year in which the field trip will occur (*If not a Title I school, please include a 100 words or less explanation of needs of transportation funds*).

I understand a request does not guarantee funds and funds are available on a first-come, first-served basis.

I understand advances will **NOT** be given and reimbursement will **NOT** exceed the estimated amount.

I understand charter buses will **NOT** be reimbursed.

To receive reimbursement, all receipts and the Evaluation and Request for Reimbursement Form must be received by the Friends of Valley Forge no later than one month from the date of the trip.

Contact Signature: _____

Principal Signature: _____