

Ronald Reagan Presidential Library

Bus Scholarship Fund

The Ronald Reagan Presidential Library has established a fund to provide free transportation for qualifying school groups to visit the Situation Room Experience at the Ronald Reagan Presidential Library and Museum. The goal is to make it easier for teachers and students to access the exhibits and many educational resources offered by the Library.

Funds are available, on a first-come first served basis, to schools in California. Currently, Title I schools receive priority. To apply for funds, please verify that you meet the eligibility criteria outlined below and email this completed form to the Situation Room Experience Manager at ReaganEducation@nara.gov. Alternatively, you can fax it to (805)577-4074.

Eligibility Requirements:

- 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 Transportation Fund Scholarship Request.** Schools may not submit more than **1** request for funds **per school year**. Please attach an itemized estimate of cost.
- The purpose of the trip to the Library must be to participate in the Situation Room Experience. You will be required to provide the date of your **confirmed** booking on the **Transportation Fund Scholarship Request**.

Please note the following additional guidelines placed upon the funds:

- Funds will be paid upon completion of the Situation Room Experience field trip.
- Funds may only be used to cover the cost of transportation; substitute teacher fees and bus driver lunches will not be covered.
- Payment of funds will not exceed the estimated expense provided by the school.
- Funds will be paid within **one month** of the date of the field trip.

Application Process:

Funds will not be distributed unless the following items are submitted with the Transportation Fund Scholarship Request within 30 days of the field trip.

- Completed **Transportation Fund Scholarship Request Form**.
- Itemized, **estimate of cost** from the transportation service center including the school's name; bus fees are not to exceed the estimated amount.
- **Letter of financial need** signed by the school principal.
- After the field trip, educators must submit an **invoice for payment** from the transportation service center.

For Museum Use Only

Date of Request: _____

Received by: _____

Funding Approved: Yes No

Final Paperwork Received: _____

Reason for Denial: _____

Estimate Invoice Request Form

Pending Availability of Funds: Yes No

Date Notified of Approval/Denial: _____

Final Bus Cost: _____

Notified by: _____

Date Submitted for Payment: _____

Ronald Reagan Presidential Library and Museum

Transportation Fund Scholarship Request

School District: _____

Type of School: [] Charter [] Private [] Public [] Other: _____

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 Number: _____ Principal Email: _____

Situation Room Experience Information:

Date of Simulation: _____ Actual Bus Cost Estimate: \$ _____

Estimate Number of Students: _____ Estimated Number of Chaperones _____

Acceptance of Terms of Agreement (please check the boxes):

- I understand a request does not guarantee funds and funds are available on a first-come, first-served basis with priority being given to Title I schools.
- I understand advances will **NOT** be given and payment will **NOT** exceed the estimated amount.
- To receive payment, an itemized estimate, letter of financial need and final invoice from the transportation service center and the **Transportation Fund Scholarship Request** must be received by the Museum no later than one month from the date of the trip.

Contact Signature: _____

Principal Signature: _____

To be considered, you **MUST** submit this Transportation Fund Scholarship Request after your visit to the Situation Room Experience has been confirmed. If you have questions, please email ReaganEducation@nara.gov.