

# 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, funds are only available for Title I schools. 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 request funds for more than 1 bus per field trip. 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 a booking confirmation number on the **Transportation Fund Scholarship Request.**

### Please note the following additional guidelines placed upon the funds:

- Funds will be paid directly to the transportation service center after the field trip is completed; 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.
- 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: \_\_\_\_\_

Funding Approved:  Yes  No

Reason for Denial: \_\_\_\_\_

Pending Availability of Funds:  Yes  No

Date Notified of Approval/Denial: \_\_\_\_\_

Notified by: \_\_\_\_\_

Received by: \_\_\_\_\_

Final Paperwork Received: \_\_\_\_\_

Estimate  Invoice  Request Form

Final Bus Cost: \_\_\_\_\_

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: \$ \_\_\_\_\_

Estimated 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.
- I understand advances will **NOT** be given and payment will **NOT** exceed the estimated amount.
- I understand charter buses will **NOT** be reimbursed.
- 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](mailto:ReaganEducation@nara.gov).