

## **Children's Education & Transportation Fund Request Procedure**

The Blackhawk Museums is dedicated to ensure that school children have the opportunity to visit the Museums as an important part of their education. The Children's Education & Transportation Fund provides reimbursement for bus transportation to the Museums.

Reservations are required at least (4) weeks in advance and if funds are needed for bus transportation, teachers must request the funds at the time of scheduling their tour(s). The following is the procedure to request reimbursement:

- Upon request, the **Children's Education & Transportation Authorization Fund Request** form will be sent or emailed to the school/teacher. This form is to be filled out with a projected cost and the numbers of students, teachers and chaperones (ratio of one adult per 8 students) that will be attending the field trip and returned to the Museum's Programs Department for authorization.
- Upon approval, we will send or email to the teacher/school the authorized **Children's Education & Transportation Authorization Fund Request** along with a **Reimbursement Invoice** form which should be copied onto the school letterhead. District school buses are preferred. Approval is for non-school buses.
- These 2 items (**the Children's Education Transportation Authorized Fund Request Form and the Reimbursement Invoice Form**) must be submitted to the Museums Program Department, accompanied by the bill or invoice showing the full amount the school paid for the field trip within the same school year that the field trip took place, to receive reimbursement.
- The Programs Department will submit the invoice to the Museums Accountant to be processed for reimbursement, following the school's tour. If multiple tour dates have been scheduled, then the payment will be made following the final tour date.