



## Bus Transportation Reimbursement Application

The *Foundation for Geauga Parks* is dedicated to supporting Geauga County schools by helping students engage with the natural world through educational programs. Field trip transportation reimbursement is available to schools in Geauga County through the generosity of private donations to the Foundation for Geauga Parks. The Foundation is a 501(c) 3 nonprofit organization whose purpose is to support community engagement with nature.

### Guidelines

- Reimbursements are for a maximum of \$200 per bus. Please estimate your needs as accurately as possible so the available funds can serve more students.
- Programs must fit our mission of engaging with nature through education, preservation, conservation and appreciation of the unique natural character of Geauga County.
- The Foundation reserves the right to fund only one field trip per building per grade per school year.

### Application procedure

- Complete this form with all requested information. We can accept applications up to **six months in advance**, but no later than **one month in advance** of your field trip.
- Submit a detailed invoice for your actual transportation expense to the Foundation no later than **one month after** the field trip.
- Applications and invoices can be either emailed to [admin@foundationforgeaugaparks.org](mailto:admin@foundationforgeaugaparks.org) or mailed to:

Foundation for Geauga Parks  
12375 Kinsman Rd., Unit H-10  
Newbury, OH 44065

Questions? Call 440.564.1048 or email [admin@foundationforgeaugaparks.org](mailto:admin@foundationforgeaugaparks.org).

School: \_\_\_\_\_ School District Tax ID# \_\_\_\_\_

Teacher/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Program Title: \_\_\_\_\_

Program Location: \_\_\_\_\_

Date of field trip: \_\_\_\_\_ Grade level: \_\_\_\_\_ Number of students: \_\_\_\_\_

Total Number of buses: \_\_\_\_\_

Amount per bus (\$200 limit per bus) \$ \_\_\_\_\_

**TOTAL request for roundtrip transportation** \$ \_\_\_\_\_