



RCSD Grant Assistance Request Form

What is available? Grant money to cover the full cost of bus transportation and assist with cost coverage of student admission to the museum.

Who is eligible? School groups from the Rochester City School District wishing to visit the Historic Village or Nature Center.

How do I apply for field-trip funding? Complete this form and send it by mail to the address below or fax to 585-538-6927. Call the Program Registrar at 585-294-8218 or email programregistrar@gcv.org with any questions.

How do I know if my funding request has been granted? The Program Registrar will call you to verify what assistance you have been approved for and to set-up a reservation for your field trip. After your reservation has been finalized, we will mail you a confirmation packet with details of your trip and funding.

Please answer the following:

1. Teacher's name: _____

2. School name: _____

3. School address: _____

4. School phone: _____ 5. School Fax: _____

6. Email: _____

7. Grade level: _____ 8. Estimated number of students/classes:

_____/_____

9. Program of interest: Self-guided/ Guided / Focused Field Study/ Nature Hike/ Other:

10. Possible dates for your visit:

11. Type of assistance being requested (please check one):

Bus transportation only Admission support only Bus transportation & admission support

12. How could your students benefit from this assistance?



Signature of Teacher: _____ Date: _____

Signature of School Administrator: _____ Date: _____

For Office Use:

Date Received: _____	Approval: Busing: _____ bus/buses
	Student Admissions: _____ X \$ _____ = \$ _____
Teacher Notification Date: _____	Field Trip Scheduled: <input type="checkbox"/> (check for yes) Employee Initials: _____
Notes: _____	

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Rules & Regulations:

1. We require signatures from both the teacher that is booking the field trip and that of the school administrator that is responsible for approving field trips. By signing the above form, you are acknowledging that you understand the rules associated with using the grant money.
2. If approved for bus transportation funding, **it is the responsibility of the teacher to order the bus through First Student.** Simply fill out the bus order form in your main office and put the museum down as the billing address.
3. It is the responsibility of the teacher to be sure of no conflicts with the date scheduled for the field trip. Last minute cancellations or changes, limits our ability to serve other school groups with providing grant assistance and programs. Please make sure you are able to commit to a field trip before you finalize a reservation.
4. Please allow at least 1-2 weeks for processing of your request and scheduling of your field trip once you send this form to GCVM. We do suggest booking a field trip at least five weeks in advance, any last minute requests will be handled to the best of our ability but we can not guarantee you will receive funding or a requested date.
5. Grant money can not be used to cover the cost of any adult admissions.



6. The number of buses and student admission coverage you are approved for can not be exceeded. If you suspect you will have an increase in your needs, you must contact the Program Registrar to obtain approval. We tell teachers that one bus holds 50-55 people, so about 2 class sizes.
7. Contact information:
 - o Maria Neale, Director of Education: 585-294-8216, mneale@gcv.org
 - o Lisa Buda, Program Registrar: 585-294-8218, programregistrar@gcv.org
 - o Melissa Marszalek, Nature Center Naturalist, 585-294-8257, mmarszalek@gcv.org
 - o Website: www.gcv.org