

George W. Bush Foundation

Student Transportation Fund

The George W. Bush Foundation, with generous support from CFP Foundation, has established a fund to provide free transportation for qualifying school groups to visit the George W. Bush 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 to reimburse the costs of transportation are currently available, on a **first-come, first-served basis**, to Title I Schools in Texas ESC Regions 10 and 11. Funds are limited. To apply for funds, please verify that you meet the eligibility criteria outlined below and email or fax the following form along with your Field Trip Request Form to the visitor services coordinator at Bush43Visitors@nara.gov or (214)346-1699.

Eligibility Requirements:

- The school receiving the funds must be a K-12 school located in a Texas ESC Region 10 or 11 district.
- The school receiving the funds must be a Title I School for the year in which the field trip is completed.
- The requesting teacher and school principal must sign the request form.
- Schools may not request reimbursement for more than 2 buses per academic year.
- The purpose of the trip to the Library must be educational. You will be required to document this on the Evaluation and Request for Reimbursement.

Please note the following additional guidelines placed upon the funds:

- To maximize the benefit to students, we expect each bus you bring will be full.
- Funds will be used to **reimburse expenses only**; 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.
- Reimbursement of funds will not exceed the estimated expense provided by the school.

Process for Reimbursement:

Funds will not be reimbursed unless the following items are submitted within **two weeks** of the date of the field trip. All forms listed below are included in the fund confirmation packet.

- o Itemized, **paid** receipt including the school's name; bus fees are not to exceed the estimated amount
- o Completed Evaluation and Request for Reimbursement form

If you have questions, please contact the visitor services coordinator at Bush43Visitors@nara.gov.



GEORGE W. BUSH
PRESIDENTIAL LIBRARY
AND MUSEUM



GEORGE W. BUSH
PRESIDENTIAL CENTER



George W. Bush Presidential Library and Museum

Transportation Fund Request Form

School District: _____ Texas ESC Region Number: _____

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: _____

Field Trip Information:

Estimated Number of Students: _____ Estimated Number of Chaperones: _____

Number of Buses Requested: _____ Total Bus Cost Estimate: _____

Reason for Trip: _____

Acceptance of Terms of Agreement:

- I certify that the school is a Title I school, grades K-12, for the year in which the field trip will occur.
- 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 reimbursement will **NOT** exceed the estimated amount.
- I understand charter buses will **NOT** be reimbursed.
- To receive reimbursement, all receipts and the Evaluation and Request for Reimbursement form must be received by the Museum no later than 14 days from the date of the trip.

Contact Signature: _____

Principal Signature: _____

Please submit this Transportation Fund Request Form with your Field Trip Reservation Request following as instructed on that form. If you have questions, please email Bush43Visitors@nara.gov.

FOR MUSEUM USE ONLY

Date of Request: _____

Received by: _____

Funding Approved: Yes No

Reason for Denial: _____

Final Paperwork Received: _____

Pending Availability of Funds: Yes No

Receipts Program Evaluation

Date Notified of Approval/Denial: _____

Final Bus Cost: _____

Notified by: _____

Date Submitted for Payment: _____