

BUS FARE ASSISTANCE PROGRAM



DOMINGUEZ RANCHO
ADOBE MUSEUM

Hello Teacher!

We are so fortunate that you are interested in having a school field trip at the Dominguez Rancho Adobe Museum. We strive to take down as many barriers as possible for schools to be able to attend our museum. That is why school tours are always completely free. We only ask schools to pay for bus fares. However, sometimes that can even be difficult for Title 1 schools.

We are blessed with the ability to aid these schools in some way. We have our Bus Fare Assistance Program (BFAP). This program is our way to ensure the opportunities for all students are equal. This assistance will help cover part of the bus fees to attend the Dominguez Rancho Adobe Museum school tour. This fare assistance is \$250 per school per fiscal year (January to December) in the form of a reimbursement check written to the school or school district.

We do require that the school provide us with a few documents to ensure that the school is in need and that the money is being spent by the school or school district. This document will take you to step by step on how to prepare the papers required to complete the BFAP. There is a document checklist we encourage you to use as it is what we use to make sure we have all the necessary documents as well.

Again, we thank you for picking the Dominguez Rancho Adobe Museum,

Vanessa Renovales

Assistant Director



Bus Fare Assistance Program Document Checklist

The following forms must be sent to the education coordinator to receive a bus fare assistance check after your tour. Please send this completed form and the documents listed below together. The BFAP check will be processed and mailed in 14 business days after receiving all the documents. An email will be sent to you once the check has been mailed. Please notify the education coordinator after receiving the check.

School Name: _____

Date of Field Trip: _____

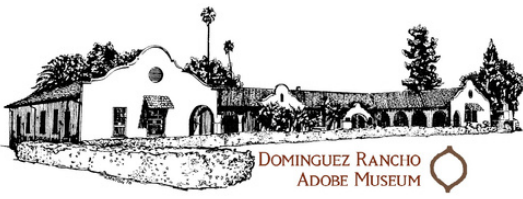
Date Field Trip was Booked: _____

Teacher's Name: _____

Contact Phone Number: _____

Document	Date Sent	Date Received
Booking Application		
Letter from Principal		
Teacher Survey Evaluation Form		
Bus Invoice		

All documents must be received within 60 days after the completed school tour, or the school will be dropped from the assistance program. A notice will be sent regarding the termination of application.



Bus Fare Assistance Program Document Summary

Booking Application

The Booking Application is a document letting us know that you are beginning the Bus Fare Assistance Program. It is the first document we will see to notify us to check in with you to help you with every step of the program.

Letter from Principal

To ensure that you are a Title 1 school, we need a letter from your principal on the school's letterhead indicating that you are a Title 1 school. This letter just is to certify that you qualify for the program.

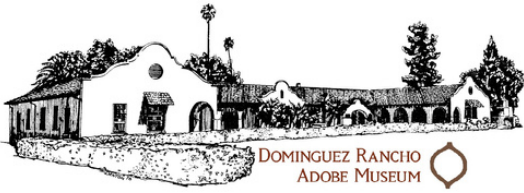
Teacher Evaluation Survey

This evaluation survey will be sent to you after your school tour for the teacher to fill out. We only need one survey filled out per school. This survey is in a Google Forms layout, so we will receive a notice of completion. You may also send us a screenshot of the form that way we know to check.

Bus Invoice

The bus invoice is to be sent to us after you have come to the field trip. This invoice can be sent to us by the teacher, but the invoice itself must state that it is from the bus company. **DO NOT** send us an invoice from the school; please just send the invoice from the bus company.

If you have any questions, please feel free to reach out to the museum staff.



Bus Fare Assistance Program Booking Application

To begin the application for the Bus Fare Assistance Program, please fill out the form below and email it to vanessa.renovales@dominguezrancho.org

Tour Information

School Name: _____

Date of Field Trip: _____

Date Field Trip was Booked: _____

Teacher's Name: _____

Contact Phone Number: _____

Check Information

Name to be written on the check - _____

The address the check is to be sent to -

Envelope Addressed to - Attn of: _____

Terms and Conditions:

- Qualifying schools **MUST** submit all documents within 60 days of the completed school tour. Schools will be notified once they are outside of the 60 days and no longer can apply for assistance.
- Qualifying schools **MUST** submit all the necessary documents as stated, or no assistance check will be sent.
- The assistance check will be sent **AFTER** the school trip as reimbursement and cannot be given before the tour to help pay for the initial costs.
- Checks can only be written to schools or school districts. No individuals or groups (i.e. PTA) can receive a check.
- Only Title 1 schools may apply for the Bus Fare Assistance program.

I agree to the terms and conditions of the Bus Fare Assistance Program.

Name: _____

Signature: _____ Date: _____