

MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

August 27, 2015

Dear Fellow Educator,

Imagine bringing 140 students and chaperones on a field trip to Ruth Eckerd Hall for a **SchoolTime Series** performance for only \$700, or better yet, for **FREE!**

As part of our mission to provide you and your students with a high-quality accessible performing arts experience, ***we have committed to paying \$100 towards each bus for all public schools in the Pinellas County School District to attend these performances.***

In addition, ***before September 28, 2015 you may apply for a Field Trip Grant from Target for a show that is taken between January 1, 2016 and the end of the 2015-2016 academic year.*** Each Target store will award three \$700 Target Field Trip Grants to K—12 schools nationwide. There are six Target stores in Pinellas County, which means that approximately 18 potential grants are available in our area.

We have even simplified the application process for you! Below you will find the online questionnaire with a prepared narrative – ready to be cut-and-pasted into the application. The narratives have the dates, recommended audiences and description of each production this year (starts on page 4).

To apply, simply visit: <https://targetfieldtripgrants.target.com/index.php>

Instructions

- You will need to log on and create a Field Trip application account, if you do not already have one.
- Valid usernames may contain letters, numbers, underscores (_), and dashes(-) and must be at least 8 characters long.
- Valid passwords must be at least 8 characters and contain an upper case letter, a lower case letter and a number or a special character. Example: Password1

The rest of the application is self-explanatory, and instructions on how to register for a field trip are below.

Thank you so much for all that you do - we'll look forward to seeing you and your students at The Hall!

Sincerely,

Sharon Reid-Kane,
VP of Education
Marcia P. Hoffman School of the Arts
727-712-2771

Applicant Data

PAGE ONE

<p>Name YOUR NAME HERE</p>	<p>Permanent Home Address YOUR HOME ADDRESS HERE</p>
<p>Job Title YOUR JOB HERE</p>	<p>Daytime Phone requires xxx-xxx-xxxx format</p>

MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

<p>How did you hear about the Target Field Trip Grants program? DROP DOWN MENU - you can select FIELD TRIP DESTINATION</p> <p>Have you previously received a Target Field Trip Grant? Drop down Menu – Yes or No</p>	<p>Evening Phone requires xxx-xxx-xxxx format</p> <p>E-mail Address YOUR EMAIL ADDRESS HERE</p> <p>HAVE TO CHECK THE BOX: I am over 18 years of age.</p>
<p>PAGE TWO – enter your zip code and there will be a drop down menu where you select your school.</p> <p>School Information + Verification</p>	
<p>School Name this will be filled out for you</p> <p>School Address this will be filled out for you</p> <p>Type of School DROP DOWN menu</p>	<p>School Phone requires xxx-xxx-xxxx format</p> <p>School Fax requires xxx-xxx-xxxx format</p> <p>Level of School DROP DOWN menu: select Elementary, Middle or High School</p> <p>Preferred Target Store DROP DOWN menu – select Clearwater, Boot Ranch, Tampa/West, or Largo. (There may be other options if you are south county).</p>
<p>The following school administrator (supervisor, principal, or superintendent) is aware of and supports my application for a Target Field Trip Grant. If I am selected to receive a grant, this individual is prepared to provide verification of my eligibility for the grant and the proposed field trip:</p>	
<p>Verifier's Name Enter Name</p> <p>Job Title Enter Job Title</p>	<p>Phone Name requires xxx-xxx-xxxx format</p> <p>E-mail Address Enter email address</p>
<p>Field Trip Information</p>	
<p>Field Trip Name Enter name of show *** SEE BELOW</p> <p>Field Trip Subject DROP DOWN menu- select Fine Arts</p> <p>Field Trip Destination Type DROP DOWN menu - select Performing Arts Theater</p> <p>Field Trip Destination Name Ruth Eckerd Hall</p> <p>Field Trip Date DROP DOWN menu – select a month (dates of performances are below)</p>	<p>City</p> <p>State Florida</p> <p>How many students, staff, and volunteers will be participating?</p> <p>Students ENTER # IMPACTED and DROPDOWN MENU of grade</p> <p>Staff ENTER # STAFF</p> <p>Volunteers ENTER # VOLUNTEERS</p> <p>Benefits of Proposed Field Trip**** SEE BELOW.</p>


MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

Field Trip Description **** SEE BELOW.		
Use of Funds		
Transportation	\$ 0 **** <i>Ruth Eckerd Hall will provide free transportation for School Time productions to Pinellas County public Schools.</i>	
Activity Fees	\$	
Supplies	\$	
Resources	\$	
Food	\$	
All Other Costs	\$ - TICKETS ARE \$5 each for Pinellas County public Schools, so multiply by the # students.	
Total Cost	\$ this automatically tallies the total costs	
Certification		
<p>I understand any Target Field Trip Grant received must be used for the field trip purposes described in this application. I authorize release of the information in this application to Target Corporation and Scholarship America. This application becomes property of Scholarship America and Target Corporation. I agree that all decisions of Scholarship America and Target Corporation are final. If I am selected to be a recipient, I give permission to Target Corporation to use my name, photograph, and information about the field trip for publicity purposes.</p> <p>Please indicate below whether you accept the Rules + Eligibility for submitting an application to the Target Field Trip Grants Program. If you ACCEPT the Rules + Eligibility by clicking the ACCEPT box you are representing that you have read, understand and agree to be bound by the rules, the information contained in this application is correct to the best of your knowledge and acknowledge that clicking on the ACCEPT box serves as your signature.</p> <p><input checked="" type="radio"/> I ACCEPT <input type="radio"/> I DO NOT ACCEPT</p>		
Print Your Completed Application + Then Submit		
Please print a copy of your application for your records and then submit your completed application below. There will be no access to your application once the program closes on October 3.		
SUGGESTED ANSWERS FOR Field Trip Name, Field Trip Description, and Benefits of Proposed Field Trip QUESTIONS		
DATE	Field Trip Description	Benefits of Proposed Field Trip
"Moon Mouse" Fri, Jan 29 11:00 am Ruth Eckerd Hall K-5 Preview http://lightwiretheater.com/moon-mouse-a-space-odyssey/	Students will take a trip to Ruth Eckerd Hall, a 2,185-seat professional theater to see Lightwire Theater , which creates and delivers innovative theatrical experiences through its signature brand of electroluminescent artistry, poignant storytelling and evocative music scores to audiences across the globe. Lightwire Theater is proud to present Moon Mouse , a cosmic black-light adventure about celebrating differences. Marvin the Mouse wants to be popular, but is constantly bullied and picked on by the "cool" rats. He retreats into his science books and a world of fantasy, longing to be a hero. Join Marvin on a fun-filled trip to the moon where he meets a strange cast of misfit creatures who teach us all to celebrate our	For many children this will be the first opportunity for them to visit a professional live theater event or visit a professional theater venue. In an age when television, computers, and video games reign supreme, Light Wire Theater in conjunction with Corbian Visual Arts and Dance, bring cutting edge technology, moving sculpture, and dance to an unforgettable theatrical experience. Students will be WOWED and never forget their theatrical experience. Bullying is a social problem that children need strategies to use when confronted with it either personally or as an observer. This performance will both be entertaining and teach acceptance of diversity. Curriculum Connections: Anti-Bullying, Science &

MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

	differences in this space adventure of a lifetime!	Technology, Theater, Visual Art *** Ruth Eckerd Hall will provide \$100 towards bus transportation for School Time productions to Pinellas County public Schools.
<p>The Gustafer Yellowgold Show Fri, Feb 12 11:00 am Capitol Theatre PreK-2</p> <p>Preview: http://www.gustafeyellowgold.com/video.html</p>	<p>Gustafer Yellowgold's award-winning show is a spectacular combination of live music with animated illustrations. Creator Morgan Taylor narrates the story of Gustafer, a friendly alien from the Sun, as he explores his new life in the woodlands of Minnesota. Through songs and stories exploring themes of friendship, acceptance and comical self-awareness, the audience meets Gustafer's friends, pets and surprising Earthly surroundings.</p> <p>*** Ruth Eckerd Hall will provide \$100 towards bus transportation for School Time productions to Pinellas County public Schools.</p>	<p>For many children this will be the first opportunity for them to visit a professional live theater event or visit a professional theater venue.</p> <p>A funny and touching multimedia concert of live songs, stories and animation performed by award-winning illustrator/songwriter Morgan Taylor.</p> <p>Curriculum Connections: Language Arts & Literacy, Theater, Visual Arts</p> <p>***Ruth Eckerd Hall will provide \$100 towards bus transportation for School Time productions to Pinellas County public schools.</p>
<p>Virginia Rep on Tour presents Harriet Tubman and the Underground Railroad Book and Lyrics by Douglas Jones Music by Ron Barnett Ruth Eckerd Hall</p> <p>Tickets for this show are only \$0.25 thanks to the generous support of</p> 	<p>Students will take a trip to the Capitol Theatre, an historical, professional theater to see Virginia Rep on Tour presenting Harriet Tubman and the Underground Railroad with Book and Lyrics by Douglas Jones Music by Ron Barnett.</p> <p>This stirring drama pays tribute to the great American who freed herself and hundreds of her people from the bonds of slavery. As Harriet and her friend Sarah Bradford narrate her adventurous life, we share in the joys, sorrows, and challenges faced by these brave women who truly changed the world. This accurate and deeply moving musical history lesson is all at once inspiring, heart-warming, full of good humor, determination and the charity of its subject.</p>	<p>For many children this will be the first opportunity for them to visit a professional live theater event or visit a professional theater venue.</p> <p>Students will find a new appreciation for Harriet Tubman and a deeper understanding of her times.</p> <p>This performance has a Study Guide which covers history, character, vocabulary and classroom activities. http://www.theatreiv.org/guides/harriet.pdf</p> <p>Curriculum Connections: History, Language Arts & Literacy, Multi-Cultural Studies, Social Studies, Theater, Women's Studies,</p> <p>*** Ruth Eckerd Hall will provide \$100 towards bus transportation for School Time productions to Pinellas County public Schools.</p>
<p>Virginia Rep on Tour presents The Little Red Hen Mon, May 3, 11:00 am Capitol Theatre Grades: Pre K – 5</p>	<p>Students will take a trip to the Capitol Theatre, an historical, professional theater to see Virginia Rep on Tour presenting The Little Red Hen, with Book, Music and Lyrics by Ford Flannagan</p> <p>"Who'll help me plant the seed?" asks the plucky red hen as she begins to bake a loaf of her delicious bread. "Not us," say the sheep, the cow, the horse, and the pig - they all have better things to do. But, a hen's gotta do what a hen's gotta do, and so our crimson heroine perseveres</p>	<p>For many children this will be the first opportunity for them to visit a professional live theater event or visit a professional theater venue.</p> <p>Theatre IV, Classroom Connections will help teachers bring the lessons into the classroom with suggested vocabulary, and activities. http://www.theatreiv.org/guides/littleredhen.pdf</p> <p>Curriculum Connections: Economics, Language Arts & Literacy, Science & Technology, Theater,</p>

MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

until her work is done. The tricks of the conniving fox combine with the hen's common sense to add adventure and an important moral lesson to this classic, feel good, foot-stompin' country musical!

*** Ruth Eckerd Hall will provide \$100 towards bus transportation for School Time productions to Pinellas County public Schools.

MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

2015–2016 SchoolTime Series Order Form

School Name: _____ Phone: _____ Fax: _____
 Address/PR #: _____ City: _____ Zip: _____
 % of Students on Free & Reduced Lunch: _____ County: _____
 Bookkeeper's Name: _____ *Email: _____
 Teacher's Name: _____ *Email: _____

***Email address is required in order to receive invoices, confirmations & support materials.**

Payment: Cash Check # _____ Purchase Order # _____ Money Order # _____
 Credit Cards: Visa MC Discover American Express
 Acct. No: _____ Exp. Date: _____ Exact Name on Card: _____

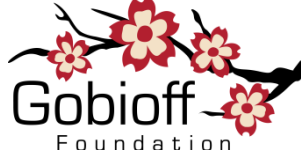
PERFORMANCE (Recommended Grades)	DATES, TIMES & VENUES (Please Circle all that apply)		PRICE	# OF STUDE NTS	# OF TEACHERS	# OF CHAPERONES	GRADES ATTEND.	# OF BUSES & CARS	# OF SPECIAL NEEDS
Kid Power Operation Lunch Line 3D! Fitness & Nutrition Grades K-5 <i>*Not eligible for Target application – see our website for info.</i>	Fri 10/23/15 11am	Main Stage @ REH	\$5.00						
Great Shows for Kids The Dinosaur Diary of Dr. T-Rex Grades 2-6 <i>*Not eligible for Target application – see our website for info.</i>	Tue 11/17/15 11am	Main Stage @ REH	\$5.00						
Lightwire Theater Moon Mouse: A Space Odyssey Glow in the dark – A show about overcoming bullies Grades K-5	Fri 1/29/16 11am	Main Stage @ REH	\$5.00						
Siegel Artists The Gustafer Yellowgold Show The award winning children's music show Grades PreK-2	Fri 2/12/16 11am	The Capitol Theater Downtown Clearwater	\$5.00						
Virginia Rep on Tour Presents Harriet Tubman and the Underground Railroad Grades 3-8	Fri 3/11/16 11am	The Capitol Theater Downtown Clearwater	\$0.25 thanks to Macy's						
Virginia Rep on Tour Presents The Little Red Hen Grades PreK-5	Tues 5/3/16 11am	The Capitol Theater Downtown Clearwater	\$5.00						

SIGNATURE REQUIRED: _____ I have read and understand the attached Policy page.

I received a Target grant to help with this field trip. Yes No

MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS



MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

2015–2016 SCHOOLTIME ORDER FORM

*Reservations & Payment

- Advance reservations are required. Reservations are processed on a first-come, first-served basis. To view brochure online, visit www.hoffmanperformingarts.org, click on Performances and select the SchoolTime Series. Select Reservation Information and choose one reservation option. **FAX, MAIL and PHONE orders are preferred.** Please enter all information as requested.
- **Fax Orders:** (727) 791-7449. **Phone Orders:** (727) 712-2706. **Online Orders:** www.hoffmanperformingarts.org.
Mail Orders: The Marcia P. Hoffman School of the Arts, ATTN: Registrar, 1111 McMullen Booth Rd., Clearwater, FL 33759
- **Phone orders** will be accepted **ONLY** with a valid credit card OR an **official, faxed purchase order** from your school. If you have specific questions about performances or reservations, please call the Registrars at **(727) 712-2706** or email us at rehed@rutherfordhall.net.
- We understand that you may have to estimate seats needed. However, all final counts are to be updated **no later than 30 days prior to the event.**
- Unpaid orders will receive an email invoice 45-60 days prior to the performance.
- **Payment & Purchase Orders are due no later than 30 days in advance of the show.** All reservations not paid or reserved with a purchase order by the 30-day deadline will be cancelled and seats will be released for purchase by other schools on the waiting list.
- Purchase orders will be accepted no later than 30 days in advance, and payment must be received no later than 30 days after the event.
- Lack of payment within 30 days after a show will result in termination of purchase order privileges.
- **Please make all checks payable to: Ruth Eckerd Hall, Inc. Please write or type the account and order numbers on your payment or purchase order.**

Confirmations & Invoices

- An invoice with your **account and order numbers** will be sent to the teacher *and* bookkeeper within 10 working days of processing the order.
- When payment is received, an email confirmation will be sent to the bookkeeper and the teacher who placed the order.

Changes & Cancellations

- **No refunds or exchanges will be made after the 30-day deadline.** There are no refunds for unused reservations on the day of the performance.
- The teacher making the reservation is the contact person and is responsible for assuring that payment is made by the deadline. He/She is also responsible for accurately reporting the final count of reservations needed by that date. **We will not accept the lowering of numbers after the 30-day deadline. NO EXCEPTIONS.**
- Please be aware that we cannot guarantee seating for additional students if the show is sold out, although we will make every effort to accommodate additional attendees when space permits. It is important to remember to reserve seating for all teachers and chaperones as well as students. Every attendee must reserve a seat. For sold-out performances, this is especially important.

Complimentary Admissions

- All reservations receive 1 complimentary admission for every 15 paid admissions. After you pay for 15 admissions, the 16th is free. Please note that this complimentary admission can be awarded to students as well as to chaperones, teachers or bus drivers.

Educational Support Materials

- **Specific show information and a link to study guides will be posted on www.hoffmanperformingarts.org at least 40 days prior to the show.**
- Expand the performance with curriculum activities based on academic standards.

Seating

- All seating will be assigned by the Institute. Seating assignments are based on several factors: when the reservation was made, ages of groups attending and accessibility needs. Ruth Eckerd Hall ushers will escort groups to their seats.
- **Actual tickets are not issued.**
- Children under the age of three (3) will NOT be permitted to attend. **Please be sure chaperones and drivers are aware of this policy.**

Accessibility Needs

All of Ruth Eckerd Hall's venues are wheelchair accessible. Assisted listening accommodations are also available. **Please inform us of any special needs or requests when placing your reservation so we can make arrangements prior to your arrival.**

*New Audience Development and Transportation Grants

If you would like your students to attend a performance but are having trouble funding the trip, you may apply for a grant from The Marcia P. Hoffman Performing Arts Institute. The application can be found on our website. Please allow 15 business days for processing.

PLEASE NOTE: All events subject to change. All performances will begin promptly at the noted start times. We are unable to hold a performance for late arrivals. All events last approximately one hour unless otherwise noted. Artist talkbacks, when available, are included in that hour allotment.

PLEASE SAVE A COPY OF THESE POLICIES FOR YOUR RECORDS

Please sign the highlighted bottom of your Order Form.

MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

BUS TRANSPORTATION REIMBURSEMENT OR ADVANCE PAYMENT 2015-2016 'SchoolTime' Series

MISSION: This program was created to ensure that all school children in our community, regardless of economic background or any other social criteria, 1) have access to the performing arts and arts education; 2) are able to enjoy a professional theatrical experience at Ruth Eckerd Hall.

TRANSPORTATION REIMBURSEMENT or ADVANCE PAYMENT PROGRAM = \$100.00 per bus

REQUIREMENT: To apply, schools **must** be part of the Pinellas County School District and theater seats must be paid for in FULL before reimbursement or advance payment funds are released to the school.

Step 1: Make reservations for the show(s) of your choice. Enroll online, by fax or by calling (727) 712-2706.

Step 2: You will receive an invoice for your show registration and the below instructions on how to secure your funds.

The following are the **directions to receive your funds:**

- Choose your letter option and copy the provided letter onto your school stationery
- Insert the necessary information
- Enclose the backup (invoice and receipt if applicable)
- Advance Payment ONLY SEND PROOF OF PAID INVOICE when you receive it from the transportation office

LETTER OPTION A: Reimbursement

[Put the date of your response here]

Sharon Reid-Kane

The Marcia P. Hoffman Performing Arts Institute

1111 N. McMullen Booth Road

Clearwater, FL 33759

Dear Ms. Reid-Kane,

On **[insert date]**, **[insert name of your school]** attended a field trip to Ruth Eckerd Hall for the showing of **[insert performance title]**. Enclosed is a copy of our paid invoice in the amount of **[insert amount]** for **[insert trip#]** for the above field trip.

Sincerely,

[Bookkeeper or teacher contact name and signature]

LETTER OPTION B: Advance Payment

[Put the date of your response here]

Sharon Reid-Kane

The Marcia P. Hoffman Performing Arts Institute

1111 N. McMullen Booth Road

Clearwater, FL 33759

Dear Ms. Reid-Kane,

MARCIA P. HOFFMAN SCHOOL OF THE ARTS

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

On *[insert date]*, *[insert name of your school]* attended a field trip to Ruth Eckerd Hall for the showing of *[insert performance title]*. We have received an invoice from Transportation for the bus fee to Ruth Eckerd Hall. We are requesting to be paid for the transportation, so that we can pay the outstanding bill. The funds that you will send to us will only be used to pay for *[insert trip#]* for the above field trip. The bill is *[insert amount]*, and should be addressed to *[insert your school name]*, Attn: *[insert your bookkeepers name and contact number and/or email]*. I understand that this will require me to send a paid statement, invoice or receipt once supplied by our transportation office or company. Thank you in advance for your assistance.

Sincerely,

[Bookkeeper or teacher contact name and signature]

Step 3: Payment for buses will be disbursed within 10 days from the receipt of your reimbursement/payment advance documents.

Contact information:

PHONE: (727) 712-2706/ FAX: (727) 791-7449

EMAIL: rehedu@ruth EckerdHall.net

MAIL: Marcia P. Hoffman School of the Arts at Ruth Eckerd Hall, c/o Registrars, 1111 McMullen Booth Rd., Clearwater, FL 33759

*Bus transportation and ticket subsidies are supported by
Pinellas Community Foundation and the Gobioff Foundation*

