



Boeing Grant Application Process and Requirements for Onsite Programs and/or Tours

*Please note: In order to use the grant money in the most efficient manner, school groups may receive either on grounds program(s) OR outreach program(s) for their students. On grounds programs will take place at the Saint Louis Zoo. Outreach programs will take place at your school. Grant money will be issued on a first-come, first-serve basis and all programs need to be booked and delivered by **November 30, 2012**.*

1. Each teacher or school administrator must complete the scholarship application and submit a letter (on school letterhead), stating how their students would benefit from attending the Zoo programs.
2. Advance registration is required for all programs and tours. Teachers may register 4 – 8 weeks in advance of their program date. Contact the Please have the following information ready at the time you are registering:

School Name
School Address
Phone and E-mail
Program / Tour Title
Grade Level
Number of Students / Groups
List of Available Dates (1-3 choices)
Arrival / Departure Time

3. Each student (3rd grade and up) attending the programs must complete a post-evaluation survey, which will be developed and administered by the Zoo staff after their scheduled program and or tour.
 4. Each teacher must complete an electronic online survey evaluating the effectiveness and satisfactory of the program and or tour.
 5. Photos will be taken as part of this grant funded program and will be used for reporting to the Boeing Company and for future Zoo program promotion only. Students must have a signed photo release form giving the Saint Louis Zoo permission to use their photo. Zoo staff may contact you after your program or tour to get additional signed photo release forms if needed.
-



Boeing Company Grant Application Onsite Programs and/or Tours

Please print clearly

(Teacher Name)

(School Name)

(School Mailing Address)

(School Phone Number)

(School Fax Number)

(Teacher email address)

In order to use the grant money in the most efficient manner, school groups may receive either on grounds program(s) OR outreach program(s) for their students. On grounds programs will take place at the Saint Louis Zoo. Outreach programs will take place at your school. **Advance registration is required** for all programs. Teachers may register **4 – 8 weeks in advance** of their program date. Grant money will be issued on a first-come, first-serve basis and all programs need to be booked and delivered by **November 30, 2012**.

Onsite Programs and/or Tours

(Grade Level)

(Number of students per class)

(Number of classes)

(Name of Requested Zoo Program(s) and or Tour(s))

The Boeing Company has earmarked this gift to be utilized for underserved students. Please submit a letter explaining why your students fall into this category and how they will benefit from attending the Zoo program and/or tour. Letters must be submitted by the classroom teacher or school administrator and be written on school letterhead.

Mail, or fax (314) 646-5535, your completed application and letter to:

Jaclyn Johnson, Programs Supervisor
Education Department
Saint Louis Zoo
1 Government Drive
St. Louis, MO 63110
Attn: Boeing Grant

Limited funds are available to cover bus transportation. The Saint Louis Zoo will book the buses through First Student Charter Bus Service. Our goal is to work with each school to expedite this process. Please complete the order form and fax or e-mail this information to Jaclyn Johnson. If this information is not provided, it will be assumed that your school district is paying for the student's transportation to the Zoo.

First Student Charter Bus Order Form	
Transportation Costs Paid For By Saint Louis Zoo (Boeing Company Grant)	
Office Use Only	Trip Number :
	Entered By:
Today's Date	
Date of Trip	
PO Number	Provided by Saint Louis Zoo
Event Description	Saint Louis Zoo - Field Trip
Pick-Up Location	
Destination	Saint Louis Zoo, 1 Government Drive, St. Louis, MO 63110
Pick-Up Time	
Time to Depart Destination	
Time Passengers Should be Returned	
Number of Buses	
Amount Quoted	Provided by First Student
Special Instructions	
Contact Person at School	
Contact Number at the School	
Contact Person at Zoo	Jaclyn Johnson - Education Programs Supervisor
Billing Address	Saint Louis Zoo, 1 Government Drive
Billing City, State and Zip Code	St. Louis, MO 63110
Phone Number	(314) 646-4556
Email Address	johnson@stlzoo.org
Fax Number	(314) 646-5535

I, the undersigned, approve the submission of this application and the implementation of the Zoo Program and/or Tour requested. (All signatures are required for this application to be considered for funding.)

Teacher Signature

Date

Signature of School Administrator

Date
