



Student Matinee Transportation Subsidy

Guidelines and Application:

TRANSPORTATION SUBSIDY ELIGIBILITY

Schools must fall into one of the two following categories to apply for funding:

1. Schools whose student population consists of 75% or more of the student population being eligible for free or reduced price school meals (F/RP) (Up to \$200/school). *OR*
2. Schools located 100 miles or more from the theatre (Up to \$300/school).

Schools in the Upper Midwest are encouraged to apply.

TRANSPORTATION SUBSIDY APPLICATION

Schools must have received a reservation contract including an order number for a Student Matinee in the 2010-2011 season before they can apply for a bus subsidy. Reservations can be made pending approval of subsidy application. Application must be submitted prior to your performance date. Subsidy cannot be applied retroactively to closed or paid orders. The account number, order number, performance title and date will be required on the application.

CONFIRMATION/DENIAL OF APPLICATION

Educators will be notified of status within two weeks of submission. Grants will be given on a first-application-received basis until funds are gone.

TRANSPORTATION COST REIMBURSEMENT

After the field trip has occurred Educators must e-mail or fax a reimbursement request form and an evaluation form to schoolgroupsales@childrenstheatre.org

Proof of payment to the bus company for the field trip to Children's Theatre Company must also accompany all reimbursement requests.

Reimbursement request forms can be found online at www.childrenstheatre.org/schools.

Evaluation forms are found online at the end of the study guide for the performance attended and will be available to download two weeks before the start of the 2010-2011 season.

All reimbursement requests must be received by June 15, 2011.

Reimbursement will be made within 30 days of receiving all required materials.



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TRANSPORTATION SUSIDY APPLICATION FORM

Please complete ALL of the following information. Your application will be processed promptly and you will be notified of your status within two weeks of submission. Mail Completed Application Form to:

Children's Theatre Company
 Attention: School Group Sales
 2400 3rd Ave South
 Minneapolis, MN 55404 or Fax Completed Form To: 612.874.8119

***Required field**

*School Name:		
*School County:	*School District #:	
*Contact Name:		
*Contact E-mail:	*Contact Phone:	
*School Mailing address:		
*City:	*State:	*Zip
*Account Number:	*Order Number:	
*Play Title and Date:		
*# of Student Tickets reserved:	*# of Chaperone and Adult Tickets reserved:	
*Estimated number of buses for this trip:	*Estimated Cost of buses:	

*Which category are you applying for bus funding under (Choose One):

- 75% or more F/RP Student Population
 Free and reduced lunch population percentage _____
 If asked can you provide proof of the free & reduced population? Yes No
- School located 100 miles or more from Children's Theatre Company
 Distance of school from theatre in miles _____

Questions call School Group Sales at 612.872.5166 or email schoolgroupsales@childrenstheatre.org.