



## STUDENT BUS SCHOLARSHIP PROGRAM 2018/2019

The Student Bus Scholarship Program assists educators in bringing students to view The John and Mable Ringling Museum of Art. Teachers should follow the guidelines below to apply for bus funding. Incomplete applications cannot be processed, and **all materials must be received at least 6 weeks before your trip.**

### General Information:

- Schools may apply for a Ringling bus scholarship limited to one scholarship per classroom per year.
- Groups may receive **up to \$600** in scholarship funds. Award amounts are determined by the number of students attending.
- Schools are responsible for arranging bus transportation with their school district.
- The school is responsible for sending an invoice to The Ringling in order to receive payment. The invoice can be on school letterhead and the amount would be up to the amount awarded on the Purchase Order that will be sent to you once the request for funding is approved. The invoice cannot come from the bus company. Invoices must be sent to the Education Department at the address below.
- School tours can be booked by visiting the Education page at [www.ringling.org](http://www.ringling.org).
- Note: standard bus accommodates up to 49 passengers.

### Required Application Materials:

- Application (below)
- Letter of support from school principal, on school letterhead
- The school's W9 form

**Submission of this application does not guarantee funding. Notification of award will be given via email.**

### APPLICATION

Teacher Name: \_\_\_\_\_ Email: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Bookkeeper or Contact Person to issue Purchase Order to: \_\_\_\_\_

Bookkeeper/Contact Person Email or Fax Number: \_\_\_\_\_

Remittance Address of where to send reimbursement check: \_\_\_\_\_

Special Designation (check all that apply):    Public    Private    Magnet    Charter    Title I

What is the date of your scheduled school visit? \_\_\_\_\_    Number of students on trip: \_\_\_\_\_

### Submit application materials to the **Education Department**:

By mail:    The John & Mable Ringling Museum of Art  
                  5401 Bay Shore Road  
                  Sarasota, FL 34243

By email:    [education@ringling.org](mailto:education@ringling.org)

#### OFFICE USE ONLY

Date rec'd: \_\_\_\_\_

ER sent: \_\_\_\_\_

PO date / #: \_\_\_\_\_

Inform of award: \_\_\_\_\_

Invoice req: \_\_\_\_\_

Inv. to Acct: \_\_\_\_\_

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