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.
- 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

OFFICE USE ONLY
Date rec’d: _________________
ER sent: _________________
PO date / #: _________________
Inform of award: _________________
Invoice req: _________________
Inv. to Acct: _________________

Funding for this project is generously provided by The Frank E. Duckwall Foundation, Inc. Endowment.