

2017-2018

Booth Western Art Museum Public School Transportation Fund

The Booth Transportation Fund is generously supported by many individual donors, and is available to public schools to help offset the transportation expenses involved in taking an educational field trip to the Booth Museum.

The Booth Transportation Fund program includes:

- Reimbursement for **public school bus transportation** costs (up to 70% reimbursement). *Charter buses are only considered in special circumstances and must be approved by Director of Education.*
 - **Request must be submitted and approved in advance of your field trip.**
 - **Invoices must be sent within 30 days following the field trip.**
- Family discount coupon for each student

The transportation fund does not include student admission to the museum.

Student Costs for Docent-Guided Tours *(unless otherwise noted)

\$5.00 for students

\$4.00 for Bartow, Cherokee & Forsyth County students (\$5.00 for *STEAM*)

\$6.00 for *STEAM* and *The Union Dissolved: American Presidents and the Civil War*

Teachers & bus drivers – Free admission

\$10.00 + tax for parents / chaperones

1. **Book a field trip**

Submit a **Field Trip Reservation Request Form** online (preferred method):

<http://boothmuseum.org/fieldtripreservation/> OR

call 770-387-3849 or email marciad@boothmuseum.org to schedule your field trip.

2. **Apply for transportation funds**

- Locate the online application at www.boothmuseum.org/transportationfund or request that an application be e-mailed to you when booking your field trip (available as a fillable PDF).
- **Check with your administrator or transportation department and get an estimate for your transportation costs.*** Look for a chart on our website to assist you if needed (available end of July).
- Fill out the application and include the estimated transportation costs.
- Submit the online application (generates an email directly to Director of Education) or print the application and fax to 770-387-1319 or e-mail it to pattyd@boothmuseum.org.
- Funds will be allocated on a first-come, first-served basis. **Funds will reimburse up to 70%.**
- **You will receive an e-mail confirmation within 2 weeks if your application is approved.**

3. **Request for reimbursement**

Email or fax completed program evaluation forms **and an invoice from your school** citing transportation costs within 30 days after visiting the museum to pattyd@boothmuseum.org,

FAX: 770-387-1319, or mail to:

Booth Museum Education Department

P O Box 3070

Cartersville, GA 30120.

Funds will be mailed within 2 weeks.

****Please note: This is the cost that will be approved! We are unable to reimburse for any cost over the approved amount. We will reimburse up to 70% of driver and mileage costs.***