Secchia–Allen Student Transportation Fund

Bus Funding Request Form
Gerald R. Ford Presidential Foundation

School District: ________________________________

% of District Students at Risk: ________________

School Name: ________________________________

Phone Number: ______________________________

Teacher: ________________________________

Date of Visit: ______________________________

Name of scheduled class: ____________________

Number of Buses Requested: ________________

Estimated Cost: $____________________________ (Amount must be filled in for approval)

Teacher’s Signature: ________________________

Date: ________________________________

Principal’s Signature: ______________________

Date: ________________________________

PLEASE NOTE:
• If considering charter buses, prior Foundation approval is required.

Bus funding granted once a date has been reserved to visit the Museum.

The Secchia-Allen Student Transportation Fund does not cover driver stipend or meals

Final invoices must be submitted within 90 days of field trip date to be paid

Return completed form using one of the following methods:
• Email: avandervliet@38foundation.org
• Fax: (616) 254-0403
• Mail: Gerald R. Ford Foundation
  Attn: Bus Fund
  303 Pearl Street N.W.
  Grand Rapids, MI 49504

For questions please call: Abby Vander Vliet
  616-254-0396

Received by: ______________________________

Final Invoice Received: _____________________

Final Bus Cost: ______________________________

Date Submitted for Payment: ________________

Foundation Use Only

Funding Approved: Yes: ___ No: ___

Amount Approved____________________________

Reason for Denial: __________________________

Pending Availability of Funds: Yes: ___ No: ___

Date Notified of Approval / Denial: ______________

Notified by: ________________________________