



Field Trip Support Fund Application

The Springfield Museums do what few other museums can. We combine art, history and science into one fun-filled day of interdisciplinary learning experiences that reinforce critical thinking and observation skills. We encourage teachers to mix and match from over forty programs and tours to create the perfect field trip for their students. Field trip programs are offered in the Michele and Donald D'Amour Museum of Fine Arts, the George Walter Vincent Smith Art Museum, the Lyman & Merrie Wood Museum of Springfield History, and the Springfield Science Museum. All programs link to the Massachusetts State Curriculum Frameworks and help students prepare for standardized testing. Many programs also fulfill curriculum requirements for other New England state frameworks, including Connecticut, Rhode Island, and Vermont.

The Springfield Museums Docent Council created the Springfield Museums Field Trip Support Fund in August 2013. The Fund is supported by members of the Springfield Museums Docent Program as well as donations from generous supporters. The Fund was established to enhance classroom curriculum through field trip experiences at the Springfield Museums, with the goal of providing meaningful learning opportunities for students in grades Pre-K-12.

Teacher Name: _____

E-mail Address: _____

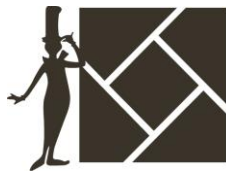
Phone Number: _____

School: _____

Please attach a paragraph describing how a field trip to the Springfield Museums will support your curriculum and how this experience will enhance student learning. Narratives must be typed, double-spaced, and contain no more than 300 words.

Principal Name: _____

Signature: _____



Field Trip Support Fund Rules

Eligibility:

- Teachers who are employed by an accredited public, private or charter school in Massachusetts, Connecticut, New Hampshire, New York, Vermont, or Rhode Island may apply.
- Teachers employed by an accredited public, private, or charter school located in the city of Springfield are not eligible to apply.
 - If you are a teacher at Springfield school, please contact (413) 263-6800, ext. 322, or e-mail schooltours@springfieldmuseums.org for information about booking a free field trip, as Springfield schools visit the Springfield Museums for free!

Application Deadline

Applicants should mail completed applications to:

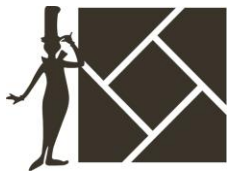
Springfield Museums
c/o School Programs
Field Trip Support Fund
21 Edwards Street
Springfield, MA 01103

Selection Process:

- Field Trip Support Funds are awarded by the Springfield Museums Docent Council in consultation with Education Department staff. Applications will be submitted to the Docent Council for blind review.
- Field Trip Support Funds are applicable for Springfield Museums field trip fees only. Funds cannot be used to support special exhibition fees, bus fees, Blake House Café catering, etc.
- Field Trip Support Funds awarded during the 2015-2016 school year must be used by **June 24, 2016**.

Recipient Notification

- Field Trip Support Funds for the 2015-2016 school year will be awarded on a rolling basis.
- All applicants will receive written notification of their application status.
- In the event a Field Trip Support Fund recipient does not use their award by June 24, 2016, the award will be forfeited.



Field Trip Support Fund FAQ's

- What is the Springfield Museums Field Trip Support Fund?
- How can the Field Trip Support Funds be used?
- How do I apply?
- What is the application deadline?
- How do I obtain an application?
- How many awards will be distributed?
- How will I be notified if I am chosen?

What is the Springfield Museums Field Trip Support Fund?

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How can Field Trip Support Funds be used?

Springfield Museums Field Trip Support Funds are applicable for field trip fees only. The funds cannot be used for transportation, food, supplies etc. No monetary exchange of awarded funds will take place.

How do I apply?

After reading the Springfield Museums Field Trip Support Fund Rules, please mail your completed application to:

Springfield Museums
c/o School Programs
Field Trip Support Fund
21 Edwards Street
Springfield, MA 01103

What is the application deadline?

Applications are accepting on a rolling basis throughout the school year.

How do I obtain an application?

Application can be obtained by e-mailing schooltours@springfieldmuseums.org or by visiting our website at springfieldmuseums.org > Programs > School Programs > Field Trips > Resources

How many awards will be distributed?

Six awards of \$100.00 will be awarded during the 2015-2016 school year.

How will I be notified if I am chosen?

Field Trip Support Fund Awards will be granted on a rolling basis. All applicants will receive written confirmation of their application's status.



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Field Trip Support Fund Donor Form

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The Springfield Museums Field Trip Support Fund

Donor Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: _____ **Email Address:** _____

Tax Deductible Contribution: _____

Your donation is sincerely appreciated.