



ALBANY EDUCATION FOUNDATION

1320 Solano Avenue ♦ Suite 203 ♦ Albany ♦ California ♦ 94706

<http://www.albanyeducation.org/>

September 1, 2011

Albany Public School Teachers/Specialists

Albany Children's Center
Albany High School
Albany Middle School

Cornell School
MacGregor High School
Marin School
Ocean View School

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AUSD Liaison

Marla Stephenson, Supt.

Dear Albany Teacher,

The Albany Education Foundation is pleased to offer its **Field Trip Grant Program for Albany Teachers** for the 2011-12 school year.

The following pages comprise AEF's Field Trip Grant Application. Field trips are divided into two categories: (1) day trips or (2) overnight trips. Grants are awarded by category in proportion to the number of students participating and depending on the amount of funding available. As has been the case in the past, grant amounts will be relatively modest and in most cases will provide only partial funding for any given trip.

If more than one class at your school will be taking the same trip, we ask that those teachers submit one joint application. Please note that AEF does not fund food/refreshments that may be included in your field trip planning.

Field Trip Grant Applications **with** signed Points of Agreement are due by the end of the day on **Wednesday, September 21, 2011**. Please return them to the AEF envelope in your school office. Talk to your school's AEF Board Liaison for help with any questions you may have about the application or the process.

The evaluation form included in the packet should be completed and returned to AEF (address above) at the completion of your field trip, but no later than June 1, 2012.

We are very pleased to offer this support for your classroom program.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Dianne'.

Dianne McNenny, AEF President

<http://www.albanyeducation.org/>

PLEASE NOTE: This grant program is separate from the Foundation's Mini-Grants for Teachers program, which is also posted on this website. Your application for a field trip grant does not preclude your applying for a Mini-Grant.

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FIELD TRIP APPLICATION

To Be Submitted to AEF No Later Than September 21, 2011

Lead Applicant _____

Co-applicant(s) _____

School _____

Field Trip Category (check one):

Day Overnight Number of nights _____

Destination/City _____

Purpose and Amount of funds requested (check all applicable and state amount for each):

Scholarships _____ \$ _____

Transportation costs _____ \$ _____

Entrance fees _____ \$ _____

Other _____ \$ _____

Participants: TOTAL \$ _____

Number of students _____

Grade level(s) _____

How will this activity relate to and enhance your regular program?

How will you assess student learning?

Project Must Be Completed No Later than June 1, 2012

Lead Applicant Signature _____ Date _____

Home Phone _____ E-mail address _____

Principal Signature _____



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**FIELD TRIP GRANT PROGRAM
POINTS OF AGREEMENT**

Lead Applicant _____ School _____

Field Trip Category {day trip or overnight trip} _____

Amount Requested/Purpose _____ Date of Application _____

As a prospective field trip-grant recipient I understand and agree that:

- 1) Grant funds will be available upon approval of the grant.
- 2) This trip and Grant Report will be completed by June 1, 2012.
- 3) Any funds received from AEF but not spent for the project will be returned to the foundation by June 1, 2012.
- 4) Upon completion of the trip, I will provide a Grant Report that includes:
 - a. Brief narrative description of the results and/or effects of the trip
 - b. List of expenditures
 - c. Receipts for all expenditures
- 5) I may not earmark grant funds to be used in any attempt to influence legislation within the meaning of Internal Revenue Code Section 501(c)(3).
- 6) These funds are not transferable to any other person.

Date: _____
_____ Lead Applicant

PLEASE COMPLETE AND RETURN WITH YOUR GRANT APPLICATION

By September 21, 2011

FOR FOUNDATION USE:

Foundation Liaison _____

Signature _____

Date approved: _____ Amount approved: _____



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FIELD TRIP GRANT REPORT

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AS SOON AS POSSIBLE AFTER THE COMPLETION OF YOUR TRIP BUT **NO LATER THAN JUNE 1, 2012**. PICTURES OF YOUR TRIP AND PERSONAL COMMENTS FROM YOU AND YOUR STUDENTS WILL HELP AEF WITH FUND RAISING AND ARE GREATLY APPRECIATED. **PLEASE ENSURE THAT PARENTAL/GUARDIAN PERMISSION HAS BEEN GIVEN FOR PUBLISHING YOUR CHILDREN'S PHOTOS IN PRINT OR INTERNET MEDIA.**

Lead Applicant Name _____

Name of Field Trip _____

School _____

Amount Received from AEF _____ Total Amount Spent _____

Number of Students Involved _____ Number of Teachers /Adults Involved _____

(If you need more space, please continue on the back or attach a separate sheet.)

Destination and length of stay:

How did the trip relate to or enhance your regular program?

What additional sources of funding did you use?

Highlights and comments:

Signature of grantee: _____

Please complete and return no later than June 1, 2012