



SCHOOL FIELD TRIP
Scholarship Application and Reservation Request
 Red Apple Fund for Lifelong Learning



Please type or print. You must complete both sides of this application and sign on Page Two. This form must be completed and mailed/FAXED to Denver Zoo at least three weeks prior to your anticipated visit. **Please complete one application per field trip request date.**

STEP 1: SCHOOL CONTACT INFORMATION

School Name _____

School Address _____ City _____ State _____ Zip _____

School District _____ County _____

Contact Person _____

School Phone # _____ Alternate Phone Number _____

School Fax # _____ Contact Email _____

Please check here if you do not wish to receive email bulletins of upcoming Education Department events and programs. Denver Zoo will not sell or distribute your email or information. Your email will be used only for Denver Zoo updates.

STEP 2: CHOOSE YOUR FIELD TRIP DATE TO DENVER ZOO

PLEASE NOTE: This form is for self-guided field trips only. Registration and financial aid application for education programs can be made online at www.denverzoo.org. Scholarship funds are available for self-guided zoo field trips August-March each year, and funds are available for education programs at the zoo for schools (classes, assemblies, workshops) August-May each year.

1st Choice Date _____ 2nd Choice Date _____ 3rd Choice Date _____

Number of Students _____ Grade Level _____ Time of Arrival _____ Number of Buses _____

STEP 3: DETERMINE OVERALL PROGRAM COST

School groups must have at least one adult chaperone per 10 students to receive the discounted School Group Rate. All school staff are admitted free for your field trip. Additional adult chaperones are \$3 each. To expedite your entry into Denver Zoo, please indicate the maximum number of students you plan to bring as well as the exact number of adult chaperones.

Number of Students _____ x Fee Per Student _____ \$3 = TOTAL \$ _____

Number of School Staff _____ x Fee Per School Staff _____ \$0 = TOTAL \$ _____ \$0

Number of Chaperones _____ x Fee Per Chaperone _____ \$3 = TOTAL \$ _____

GRAND TOTAL \$ _____

Expected Transportation to Zoo Expense = TOTAL \$ _____

STEP 4: REQUEST FUNDING

Please take into consideration all possible sources of funding available to your school when determining your request. Please include 1) The amount your school is able to contribute to the cost of zoo admission for students, and 2) The amount of financial aid you are requesting from Denver Zoo. **Please request transportation funding only if necessary. You will be notified of your award within two weeks of submitting this application.**

- A. Our school can contribute \$ _____ to the price of **ADMISSION** for students (\$3 each).
(Your school will be expected to contribute some dollar amount for student admission fees. Red Apple funding does not help cover chaperone admission fees).
- B. We are requesting funding support in the amount of \$ _____ for student admission fees.
- C. We are requesting a **TRANSPORTATION** reimbursement in the amount of \$ _____.
(Denver Zoo Red Apple fund only covers up to 50% transportation fees)

STEP 5: STATEMENT OF NEED

YOU MUST COMPLETE BOTH SECTIONS A AND B.

- A. List your school's Free and Reduced Lunch or Scholarship Percentage _____.
- B. Please include a separate letter that details your school's need for funding. Denver Zoo offer scholarships for schools that demonstrate financial need. Please include information such as participation in government assistance programs (Free and Reduced Lunch Program, Aid to Families with Dependent Children, Title 1), number of students on scholarship, your school's budget, and/or other indicators of financial need. Also include a statement of how the program will benefit your audience.

Signature of Contact Teacher _____ Date _____

Signature of School Administrator _____ Title _____ Date _____

Confirmation/Payment

You will receive notification of your award, confirmation of your visit date, and field trip preparation materials within two weeks of submitting your request for Red Apple funding. If you submit your Red Apple request for funding at least 4 weeks prior to your anticipated visit, an invoice will be mailed to you and you will have the option to prepay by check or credit card. You may also pay the day of your visit (please use a single form of payment). Wristbands for zoo entrance will be distributed to your group after payment is received. Wristbands must be worn by all students, school staff and chaperones to the zoo on the day of your visit for entrance into the zoo.

Please return this completed application and registration to:

The Denver Zoo ♦ Education Department ♦ 2300 Steele Street ♦ Denver, CO 80205-4899 ♦ FAX: 303-376-4880

Denver Zoo Approval; For Office Use Only

Initial Program Fee \$ _____ Program Percentage Approved _____%

Red Apple Award \$ _____ School Contribution \$ _____

Transportation Percentage Approved _____% Estimated Transportation Award \$ _____

Account Code: **450330 SP 460100 GNRLADM 450640 GRPSLS** Reserved Date _____

Signature _____ Date _____

Comments: