



The Lizzadro Museum of Lapidary Art's Field Trip Assistance Grant is available to eligible schoolchildren in the Chicagoland area who wish to visit the Lizzadro Museum for an earth science-gearred exploration of the beauty and science of rocks and minerals. Processing may take up to two weeks to complete and recipients will be notified by phone. Completion of application does not guarantee a free field trip.

ELIGIBILITY AND POLICIES

- Grants are dispersed to eligible applicants on a first come, first serve basis.
- Limit of one application/eligible school/academic year.
- Eligible institutes must be accredited through state or government organizations including but not limited to ISBE, ABHE, or similar organizations.
- Tours are available Tuesdays through Fridays with a start time of 10:00 a.m. and a last start time of 3:30 p.m.
- Availability is limited and will be determined based on eligibility. The Field Trip Assistance Grant includes the cost for bus transportation, student and chaperone admissions, and souvenir "bag o' rocks" for each participating student.
- Groups must have a minimum of 20 participating students per day to be eligible to receive the grant. Classes can be combined to meet the minimum requirement.
- Groups over 70 participants must schedule over 2 time slots. These can be on the same day or over several days.
- Eligible schools must be Title I and/or have 50% or more of students receiving free/reduced lunch. Proof of eligibility is required upon submittal of application.
- Field trips must be booked a minimum of one month prior to requested date. The months of October through February have the most open availability, although teachers are free to request any dates during the academic year.
- Schools must arrange their own transportation and will be reimbursed for their approved grant amount. Bus fees must be disclosed within application. Field Trip grant funds cannot be used to pay for bus cancellation fees or penalties if a group cancels the visit or fails to uphold their agreement with the bus company. The Lizzadro Museum of Lapidary Art will not pay bus companies directly.
- Schools must invoice the Lizzadro Museum within 30 days following the trip to receive reimbursement. The invoice must be on school letterhead, display the school address, and reflect the date of the field trip as well as the total for bus transportation. Handwritten or email invoices are not acceptable, although you may send a pdf or jpeg copy of your invoice attached to the body of an email. Completed invoices should be sent to: Educator, Lizzadro Museum of Lapidary Art, 1220 Kensington Road, Oak Brook, IL 60523

If you have any questions, please contact Educator and Program Coordinator, Sara Kurth, by email at educator@lizzadromuseum.org Subject Line: Field Trip Assistance Grant or by phone (630) 833-1616.



FIELD TRIP ASSISTANCE GRANT APPLICATION

Please return this application and supporting documentation to:

Lizzadro Museum of Lapidary Art (Attn: Educator)

1220 Kensington Road

Oak Brook, IL 60523

Email: educator@lizzadromuseum.org

Phone: 630-833-1616

School Information

School District _____

Name of School _____

School Address _____

City _____ Zip Code _____

Principal Name _____

Phone Number _____ Email _____

*Is your school a Title I designated school or do 50% or more of your students receive free/reduced lunch? YES NO

Teacher Information

Teacher Name _____

Phone Number _____ Email _____

Grade _____ Course/Subject _____

Number of Students _____ Number of Chaperones _____

Number of Buses _____

Requested Dates of Field Trip (Please choose 3) _____

Requested Time of Field Trip _____

**Agreement**

If awarded a Transportation Grant, I agree to comply with all requirements of this grant application.

- *I understand this is a reimbursement grant and that the Lizzadro Museum will not schedule buses or pay bus companies directly.*
- *I understand that the Lizzadro Museum will not distribute grant funds for cancellation fees or bus penalties.*
- *I agree to submit a copy of the transportation invoice and that failure to do so will result in non-reimbursement of transportation funds.*
- *I agree that photos and/or video may be taken as part of the field trip. These may be used for marketing purposes and social media by the Lizzadro Museum. While school names may be included, no identifying information for individual students will be made public.*

Teacher's Printed Name _____

Teacher's Signature _____ **Date:** _____

Required School Administrator Approval

I have reviewed the Teacher's completed application and approve this visit to the Lizzadro Museum of Lapidary Art

School Administrator Printed Name _____

School Administrator Signature _____

Title _____ **Date:** _____