



Oregon Forest Resources Institute
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FOREST EDUCATION FIELD TRIP SUPPORT PROGRAM INFORMATION SHEET FOR EDUCATORS

How to Apply for Reimbursement of Transportation Costs For Student Forest Education Field Trips

Purpose: OFRI recognizes the effectiveness of field studies and wishes to support classroom teachers' forest education efforts. OFRI may be able to provide transportation funds, on a case-by-case basis, to those classrooms whose opportunities to participate in such forestry-related studies are otherwise limited.

(1) Criteria:

- The **PRIMARY** focus of the trip must be **forest/forestry** education.
- Requests are considered on a first-come, first-serve basis, well in advance of the event.
- Preference is given to opportunities listed in the OFRI publication, *A Teacher's Guide to Forest Education Opportunities*, other requests are considered on a case-by-case basis.
- Preference is given to educators who have attended a PLT forestry workshop or who have had a *Talk About Trees* program in their classroom.
- Funding may only be used for direct transportation costs of the field trip; bus costs are the main intended use of these funds.

(2) Request must be made in writing and include the following items:

- Who will be participating in the field trip - grade, special class, etc.?
- What is the nature of the field trip - forest tour, field study, etc.?
- When is the event?
- Where is the event?
- How will the field trip integrate with classroom studies?
- How many students and teachers will participate?
- What is the estimated cost of transportation (for example, 2 buses @ \$150 per bus)?

Address a letter to Norie Dimeo-Ediger, K-12 Program Manager, and send/or fax the request to OFRI at address/fax number above. For more information call the number above, or e-mail dimeo-ediger@ofri.com.

(3) Please note:

- No commitment can be made prior to approval of written request.
- OFRI can provide a decision (approve or reject request) in approximately one week; we can only pay actual expenses from billing after the event. **This program covers buses only, not substitutes.**
- In order to ensure payment, please **mail** OFRI an original invoice from the school (FAXES ARE NOT ACCEPTED), a copy of the approval letter you received from OFRI, your school federal tax identification number and a copy of the transportation company invoice, no later than 45 days after the event, or by June 30, 2009, whichever comes first.
- Fill out the form below and return with your letter of request. **Please include contact phone number.**

E-mail Contact School phone #	# of buses	Trip # Total	# of adults	# of students	Grade/s	Amount \$ Requested	Date of Trip/s	Field Trip Site