

2017-2018 Fine Arts Field Trip Bus Transportation Rebate



Since 2003, Education for the Arts (EFA) has provided a financial subsidy to assist schools with transporting students to fine arts events presented by EFA and select arts partners. Schools are responsible for a flat rate of \$25.00 for each round-trip bus and EFA reimburses the balance. To be eligible for the rebate, schools must meet all of the following requirements: (1) attend an approved fine arts event in Kalamazoo County; (2) be located within the Kalamazoo RESA service district; and (3) be a public K-8 school, an alternative or special education school, or a participating private or parochial K-8 school.

To Request a Rebate:

1. After each event, **complete this form AND send it with a copy of your transportation invoice to:**
Kris DeRyder, Kalamazoo RESA-EFA, 1819 E. Milham Road, Portage, MI 49002-3035
2. Submit one request for each event.
3. Requests must be received no later than June 8, 2018. **Late requests cannot be honored.**
4. For questions or assistance, contact Kris DeRyder at (269) 250-9244 or kris.deryder@kresa.org.

Important Information:

- Pay your transportation invoice in full upon receipt. EFA provides a rebate and will not pay your invoice directly.
- Rebate checks will be issued by EFA at the end of the school year (June 2018).
- Rebate checks will be sent directly to school districts rather than to individual schools. The only exceptions are for private schools or when requesting payment to a PTO.

Teacher/Event Coordinator: _____ Phone Number: _____
 School Name: _____ District: _____
 Event Name: _____ Event Date: _____
 Student Count: _____ Transportation Invoice Number: _____
 Make Check Payable To (e.g. your district, your private school, your PTO): _____

Reimbursement Formula: *Total cost of trip less \$25.00 per round-trip bus*

Number of Buses: _____ X \$25.00 = \$_____ (School Cost)

\$_____ - \$_____ = \$_____

Total Cost (invoice amount) School Cost (above) Reimbursement Amount

Arts Organization Providing Event:

- Education for the Arts
- Fontana Chamber Arts
- Gilmore Keyboard Festival
- Kalamazoo Institute of Arts
- Kalamazoo Symphony Orchestra
- Miller Auditorium

Optional: How will your school pay its portion of the bus transportation cost to the event?

- Transportation budget
- Discretionary funds
- PTO
- Charge students
- Special fund raising event
- Other: _____

Administrator's Signature: _____ Date Signed: _____