

DENVER BOTANIC GARDENS

Transportation Scholarships

- All schools attending a guided or self-guided field trip to any of the Gardens' three locations, York Street (Denver), Chatfield Farms (Littleton) and Plains Conservation Center (Aurora), are eligible for a Transportation Scholarship.
- Transportation Scholarships are limited to one per grade level per academic year.
- Transportation Scholarships should be submitted any time **after** scheduling of the field trip is complete.
- Schools are responsible for making their own transportation arrangements and paying for the bus. A reimbursement check will be sent **after the completion** of your field trip.
- Scholarships provide reimbursement for **up to \$300 per bus**, with a limit of one bus for every 50 students attending the field trip.
- We must receive an invoice or confirmation sheet that confirms the number of buses and actual cost of the bus.
- You will be notified via email of your approval status once this application is received.
- Once you complete the form, please email it to school.groups@botanicgardens.org

Reimbursement Information:

Organization to be reimbursed _____

Organizations address _____

Number of bus(es) _____ Total Cost of Bus(es) _____

Contact Information:

School Name _____

Contact Name _____ Contact Phone Number _____

Contact Email _____

Program Information:

Confirmation Number _____ Date of Field Trip _____

Number of Students _____ Grade Level of Students _____

*You will need to save this document before you email it to school.groups@botanicgardens.org

**You may be asked for W-9 of the Organization being reimbursed