

Rogers City Arts and Education Fund

Transportation Funding Request

Email to: kwolf@thunderbayfriends.org

School Group and Payment Information	
Teacher's Name	
E-mail	
*Name of Rogers City School	
Phone	
Fax	
*Street Address	
Student Grade Level(s)	
Number of Students Participating	
Place-based Environmental Education/STEM Program Description	
Travel Information	
Destination	
Departure date	
Return Date	
Total RT Distance	
Transportation Provider	
Address of Transportation Provider	
(*Not necessary if payment to be issued directly to school/address listed above.)	
Estimated RT Cost	
Teacher's Signature and Date	
Approval for Funding Signature and Date	

Payment Procedures: Each request form will be reviewed and approved within 10 days of receipt and on a first-come basis. Notification of approval will be sent to teachers by email; teachers will be required to confirm receipt of notification.

Included with the notification will be a "Request for Payment" form to be submitted along with an invoice or bill to: Friends of Thunder Bay National Marine Sanctuary, 500 West Fletcher Street, Alpena, MI 49707.

The payment check for transportation can be made directly to the school or to the transportation provider as indicated on the "Request for Payment" form by the teacher or school administrator. Checks will be cut and mailed by the Community Foundation for Northeast Michigan. Any questions regarding transportation funding requests for STEM/place-based environmental education should be directed to Katie Wolf, Director, Friends of Thunder Bay National Marine Sanctuary, kwolf@thunderbayfriends.org, or 989-884-6210.