



U.S. Department of the Interior
National Park Service
Tumacácori National Historical Park
P.O. Box 8067
Tumacacori, AZ 85640



Every Kid in a Park – Tumacácori Transportation Grant Application

Summary

Tumacácori is offering local schools financial assistance to help make field trips to the park a possibility for 4th grade students. As made possible by a grant through the National Park Foundation, all 4th graders in Santa Cruz and southern Pima Counties will be able to participate in curriculum-based educational programming at Tumacácori for free.

Purpose

The National Park Service values its education mission to serve as a resource for teachers and students. In 2016-2017, Tumacácori National Historical Park hopes to host as many local students as possible for hands-on, inquiry-based, and immersive educational experiences in the park. Since transportation costs are often cited as the primary barrier for schools, the park will adopt a grant system to enable teachers to fund field trips they may not ordinarily be able to afford.

Fourth graders, because of their eligibility for the free Every Kid in a Park federal pass, will be the target audience for this effort.

Eligibility and Participation Requirements

- 4th graders only
- Located within Santa Cruz County, southern Pima County, the Tohono O’odham nation, or the Pascua Yaqui nation
- Schedule a ranger-guided, curriculum-based program during your visit to Tumacácori
 - o See current offerings at www.nps.gov/tuma/learn/education/classrooms/fieldtrips.htm
 - o Contact the park at Melanie_Rawlins@nps.gov or 520-377-5064
- Complete pre- and post-field trip lessons
- Participate in National Park Foundation pre- and post-program surveys (if applicable)

Steps For Funding

Step 1: Complete the application

Step 2: Receive email approval of the application

Step 3: Complete pre-trip lesson, field trip, and post-trip lesson

Step 4: Submit detailed invoice to Tumacácori for transportation expenses incurred



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Reimbursement Methods

- If you use a district bus
 - o Submit invoice after the field trip is complete as indicated above.
 - o Arrange to receive payment either by government credit card or electronic funds transfer. Assure that your school has a DUNS# or has previously become a vendor of the National Park System. If not, some simple banking information will be required in order to initiate an electronic funds transfer.
 - o **Tumacacori CANNOT write a check to the school for reimbursement.**
- If you use a private transportation provider
 - o The school is responsible for scheduling pickup and dropoff with the transportation provider.
 - o Have the provider invoice the park directly, rather than through a purchase order with the school. They send the bill to Tumacacori and we pay them directly with the government credit card.

Instructions

Fill out and submit the application form to:

Melanie Rawlins
P.O. Box 8067
Tumacacori, AZ 85640
Melanie_Rawlins@nps.gov
Fax: 520-398-3216

Applications must be received at least two weeks before your planned field trip date.



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Tumacacori Transportation Grant Application

About Your School

School Name: _____ Title 1 School? Yes No

School District: _____

About the Field Trip

Date of field trip: _____

of students attending: _____ # of adults (including chaperones) attending: _____

See <https://www.nps.gov/tuma/learn/education/classrooms/fieldtrips.htm> for more info about the following:

- Padre Kino's Quest (1 hour) My Life at Tumacacori (1 1/2 - 2 hours) Mission Mystery (2-2 1/2 hours) Other _____

Contact and Logistics

Lead Teacher's Name: _____

Lead Teacher's Email Address: _____

Lead Teacher's Phone Number: _____

Budget Estimate

We will be using:

- Our district's bus Another district's bus Private transportation provider: _____

Business manager (person who handles finances for your transport provider): _____

Business manager phone: _____ Email: _____

Itemized budget

\$ ____./mile X _____ miles roundtrip = \$ _____

\$ ____/hour driver's time X _____ hours total = \$ _____

Other costs _____ = \$ _____

 Total requested \$ _____

Lead Teacher's Name: _____

Lead Teacher's Signature: _____

Date: _____

Principal's Name: _____

Principal's Signature: _____

Date: _____

For park use only:

Rec'd: _____ Approved: _____ Field trip complete: _____ Post-trip assessment complete: _____

Reimbursed: \$ _____ on (date) _____ via (EFT/cc) _____ by (who) _____