



Dear Teacher or School Administrator,

Thank you for your interest in transportation funding. Enclosed with this letter, you will find our Cooperating Association's School Bus Funding Request Form. This document is designed to streamline the application process and ensure that all necessary information is provided for funding consideration.

To qualify for this funding, schools must meet the following minimum qualifications:

1. **Title 1 School or District Status:** There are no Title 1 status restrictions on this funding.
2. **School Districts Served:** All School Districts are eligible to apply for this funding.
3. **Maximum Funding Amount:** Up to \$300 per bus and \$600 maximum per school per year.
4. **Method of Funding:** Funding will be processed via reimbursement check.
5. **Timeline:** Funding requests must be made at the time of booking or no less than 3 weeks in advance.

To apply for this funding, please fill out the form on the following page and submit it to the State Park Interpreter [Jose Cabello](#). Once your request is received, it will be verified with existing booked field trips in Acuity Scheduling found at www.ports.parks.ca.gov before being forwarded to the Friends of California Citrus Park Board for final funding approval.

We are excited to support your efforts in providing enriching educational experiences for your students and look forward to partnering with you to make these field trips possible. If you have any questions or need further assistance, please do not hesitate to contact me.

Thank you for your interest in bringing your students to California Citrus State Historic Park.

Sincerely,
Ian Bernstein
K-12 Access & PORTS Program Coordinator
California State Parks, Inland Empire District

School Tour Bus Funding Request Form



The ***Friends of California Citrus Park***, a non-profit management corporation, has set aside a limited amount of funding for bus transportation to assist schools with educational field trips coming to the park. To confirm if funds are available, please email this form as soon as California Citrus State Historic Park has approved your field trip date(s). You will receive a funding pledge confirmation. Please email a copy of the busing invoice immediately after your tour so that payments can be made on a timely basis. Funding pledges are held for 30 days after your school tour and then released for other needs.

Email this form to: Jose.Cabello@parks.ca.gov

Bus Funding Criteria:

1. Available on a first come first serve basis.
2. Limited to \$300 per bus or two buses with \$600 maximum per school per school year.
3. Payment made after the tour date with an invoice or actual bus costs.

1. Name of School: _____ **District:** _____

Age/Grade of Students: _____ Number of Students: _____

Address: _____

City: _____ Zip: _____

2. Teacher's Name: _____ **phone/fax:** _____

Email: _____ Cell: _____

3. Date(s) of visit: _____ **and** _____

Estimate: Number of Buses ____ X \$ _____ or \$300 = _____ Total

(\$600 maximum per school per school year)

4. Final Payment: Please email bus invoice within 30 days of visit.

Check made out to: _____

Send to Address: _____

Signature of Teacher in Charge: _____ Date _____

Susan von Zabern, Executive Director _____

Friends of California Citrus Park

Signature for Pledge

Date