Secchia–Allen Student Transportation Fund

Bus Funding Request Form
Gerald R. Ford Presidential Foundation

School District: __________________________

% of District Students at Risk: ______________

School Name: _____________________________

Phone Number: ___________________________

Teacher: _________________________________

Date of Visit: ____________________________

Name of scheduled class: __________________

Number of Buses Requested: ______________

Estimated Cost: $_______________________
(Amount must be filled in for approval)

Teacher’s Signature: _____________________
Date: _________________________________

Principal’s Signature: ____________________
Date: _________________________________

PLEASE NOTE:

- If considering charter buses, prior Foundation approval is required.
- Bus funding granted once a date has been reserved to visit the Museum.
- The Secchia–Allen Student Transportation Fund does not cover driver stipend or meals.
- Final invoices must be submitted within 90 days of field trip date to be paid.
- Bus funding is limited to a maximum of $500 per visit, unless otherwise approved by the Foundation.

Return completed form using one of the following methods:
- Email: avandervliet@38foundation.org
- Fax: (616) 254-0403
- Mail: Gerald R. Ford Foundation Attn: Bus Fund 303 Pearl Street N.W. Grand Rapids, MI 49504

For questions please call:
Abby Vander Vliet 616-254-0396

Foundation Use Only

Date of Request: __________________________
Funding Approved: Yes: ___ No: ___

Received by: _____________________________
Amount Approved_______________________
Reason for Denial: ______________________

Final Invoice Received: ________________
Pending Availability of Funds: Yes: ___ No: ___

Final Bus Cost: _________________________
Date Notified of Approval / Denial: __________

Date Submitted for Payment: ____________
Notified by: ____________________________