



# Jug Bay Classrooms In The Field Bus Scholarship Guidelines & Application Procedures



Jug Bay Wetlands Sanctuary (JBWS) offers outdoor learning opportunities for pre-K–college students. Exploring the Sanctuary’s varied habitats and inhabitants, students build environmental knowledge, learn through experiential opportunities, and are encouraged to expand their comfort zones while making personal connections with nature. Studies show children who are connected to nature have better health, a higher satisfaction with life, and exhibit pro-environmental behaviors.

Thanks to the [Friends of Jug Bay](#) (FOJB) and generous funders, Jug Bay Wetlands Sanctuary awards schools full and partial bus scholarships to help cover transportation fees. Teachers and non-profit organizations that serve Title I students in the state of Maryland and those in need are invited to apply. Bus scholarships are limited to one award per calendar year, and funding is for buses only and cannot be used for other modes of transportation. Submitting a Bus Scholarship Application form does not guarantee a scholarship award.

## SCHOLARSHIP APPLICATION GUIDELINES

- One award per class/teacher, per calendar year.
- Must serve Title I students within the state of Maryland or demonstrate financial need.
- Field trip must be scheduled and confirmed with JBWS Education Staff.
- Submit a separate letter of need/intent which includes the amount requested.
- Submit a school district itemized bus transportation invoice or official quote for the bus, which shows: trip information, payment information, and the cost of the bus in advance.
- Requested amounts exceeding \$500 will need further review by the Friends of Jug Bay before a decision can be granted. Expect delays in your decision.
- Incomplete bus scholarship applications will not be considered.
- Submitting a bus scholarship application form does not guarantee a scholarship award.

## RECIPIENT INFORMATION

If awarded a scholarship, you will receive an award letter with the amount granted to the email address indicated on your CITF application. FOJB will arrange and submit payment directly to the bus company.

## CANCELLATION POLICY

Bus scholarship recipients must cancel or reschedule a group as soon as possible. Since we pay the bus company directly, it is an involved process to refund this money. Failure to provide adequate cancellation notice will affect future reservations and scholarship considerations for your school/organization.

## QUESTIONS

Please direct questions to the Education Coordinator at [rpsieg21@aacounty.org](mailto:rpsieg21@aacounty.org) or (410) 222 -8006.

## APPLICATION INSTRUCTIONS

- 1) Download and complete the form.
- 2) Submit the form.
- 3) Submit a letter of need and intent including requested amount on school letterhead.
- 4) AND submit itemized bus invoice(s) to [rpsieg21@aacounty.org](mailto:rpsieg21@aacounty.org).



## Jug Bay Classrooms in the Field Bus Scholarship Application



Please complete the following form and submit all requested information. You will be notified in writing if you are granted a bus scholarship. **This completed application does not guarantee a bus scholarship for your school.**

1. Letter of financial need on school/organization letterhead that includes the amount requested..
2. An itemized estimate of total cost from the bus company being used.
3. This completed application.
4. **After the trip**, as a class or in groups, create a shout-out, social media post, newsletter blurb, or some other public recognition thanking the Friends of Jug Bay (FOJB) for their contribution towards your trip. Be as creative as you'd like. You can tag us in your socials or submit a link to the post/newsletter/blurb or web page created by your class relating to the visit, to the JBWS education coordinator.

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

School Name: \_\_\_\_\_ Date of CONFIRMED CITF Visit: \_\_\_\_\_

School Address: \_\_\_\_\_ School District: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Type of School: ☐ private ☐ public ☐ charter ☐ other: \_\_\_\_\_ Are you a Title 1 School? ☐ Yes ☐ No

What % of the students attending your school are eligible for a free or reduced lunch? \_\_\_\_\_

How many students will be in your group? \_\_\_\_\_ How many buses will your group need? \_\_\_\_\_

What is the estimated round-trip cost per bus? (You must submit an itemized estimate from your bus company with this application.)

\_\_\_\_\_

Name of bus company? \_\_\_\_\_

Is this a school district bus or a private bus company? \_\_\_\_\_

Have you been awarded a bus scholarship from Jug Bay in the past? ☐ Yes ☐ No

If so, When? (season and year) \_\_\_\_\_

How did you hear about FOJB CITF Scholarships? \_\_\_\_\_