



Sonoma Resource Conservation District Bus Stipend Application

The Sonoma Resource Conservation District (RCD) bus stipends are made possible by our partnership with the Sonoma Ag + Open Space District through a quarter cent sales tax initiated by the voters of Sonoma County. This directly supports all TEAM program operational costs including student participation and transportation scholarships. Bus stipends are granted on a first come, first serve basis. Your school must be either a Title 1 school or have at least 50% of students receiving a free or reduced lunch to qualify for a stipend. We will contact you about the status of your request prior to your field trip.

Please note that the bus stipend is a **reimbursement** to your school. You will need to pay the bus company directly, and then **submit an invoice** (an emailed word document is preferred) to the Sonoma RCD in order to be reimbursed. Please do not forward us the bill from the bus company – thank you!

YES we are a Title 1 school and/or we have at least 50% of the students receiving free or reduced lunches (please initial) _____.

I am requesting a:

() Partial bus stipend of \$100 per trip and our school will subsidize from other sources

() Full bus stipend of up to \$250 per class trip

_____ (number of buses) are being requested for _____ (number of classes) from our school.

I will instruct our school secretary, principal, parent or other person responsible for bus reimbursement how to submit an invoice to the Sonoma RCD (please initial) _____.

Who orders the bus for your school? (circle one) Teachers Parent Principal Secretary Don't Know

School Name

Grade

Teacher Signature

Sample Invoice to Sonoma RCD for Bus Reimbursement

Attn: Accounts Payable, Sonoma Resource Conservation District

1221 Farmers Lane, Suite F, Santa Rosa, CA 95405

RE: TEAM bus stipend

Date: MM/DD/YYYY

Please remit a payment of: (amount, for example, \$250)

To: (school or District office, for example: Santa Rosa City Schools District)

For the field trip on: (date, for example, MM/DD/YYYY)

To the following address: (list school or District address, for example: Apple School, 200 Farm Road, Santa Rosa, CA 95404).

Thank you,

(Your name)

**(Please submit as a word document and email to Christine Kuehn, Education and Communications Manager at ckuehn@sonomarc.d.org or mail to 1221 Farmers Lane, Suite F, Santa Rosa, CA 95405)*