



Pretend City Scholarship Field Trip Application

Pretend City Children Museum features a small, interconnected city designed to “build better brains” through purposeful play, hands-on learning experiences, role playing, and educational programming. We hope to financially assist your school or organization in funding those children in need to create a more meaningful and impactful childhood.

Pretend City offers limited partial and full scholarship field trips to eligible schools in our community.

Scholarship field trips are available September 2019-January 2020, Monday-Thursday only.

Eligibility Requirements

All schools and organizations must be in **Orange County** and meet one or more of the following criteria in order to be eligible for consideration:

- Title 1 Schools with 75% or more children on the free or reduced lunch program
- Preschool or Early Childhood Education Center on government assistance program
- Community Organizations (such as group foster care agencies) who provide service to children ages birth through 8 years from underserved communities.

Submission Process

1. Fill out this packet in its entirety including all dates, program preference, and attendee figures.
2. Attach an official document on school or program letterhead with this application that confirms:
 - ◆ Percentage of population on free or reduced lunch program signed by the principal
3. Submit your completed packet via:

Fax: (949) 428-3908

Email: fieldtrips@pretendcity.org

Mail: 29 Hubble, Irvine, CA 92618

All applications must be received a minimum of 6 weeks prior to your anticipated visit.

Applications submitted without the aforementioned documents will not be reviewed.

2019 - 2020 Scholarship Field Trip

Please read carefully and complete each section. This completed packet is required in order to secure a booking. Your date is not confirmed until you are contacted via e-mail by our education department to verify receipt and availability.

School Information

School/Organization Name: _____

School Organization Address: _____

City: _____ Zip Code: _____ Organization Phone: _____

Type of School: Preschool Elementary Private Home School Other (Specify): _____

Primary Contact Information

Primary Contact Name: _____ Title: _____

Contact Phone: _____ E-mail: _____

Field Trip Request

Choice	Day of the Week (Mon.– Thurs. Only)	Date	Field Trip Type* (Select one): <small>*For detailed descriptions of each field trip option, visit www.pretendcity.org/fieldtrips</small>
1			Self-Guided: <input type="checkbox"/> Play Your Way Guided: <input type="checkbox"/> Explore With Us! <input type="checkbox"/> Smart Citizens!
2			Self-Guided: <input type="checkbox"/> Play Your Way Guided: <input type="checkbox"/> Explore With Us! <input type="checkbox"/> Smart Citizens!

Grade Level(s) AND Age(s) Attending: _____
 # of Classes Attending: _____ # of Children Attending : _____ # of Chaperones Attending** : _____

“Play Your Way” Minimum #: 15 children / Maximum #: 120 children “Guided Program” Minimum #: 15 children / Maximum #: 60 children*

Arriving by bus? Yes No Number of buses: _____ **“Guided Program” field trips with 40+ children will be divided into two-program groups.*
 Arriving by car/van? Yes No Number of cars/vans: _____

Preferred Arrival Time: 9:30 AM (Guided Only) 9:45 AM 10:00 AM

Preferred Lunch Time *: 11:00 AM 11:45 PM 12:30 PM

Preferred Departure Time: 12:45 PM 1:00 PM Earlier than 12:45 (insert time): _____

*Please select **two (2)** lunch time choices; you will receive one of your selected choices depending on scheduling for your specific day.

Chaperones

**Chaperone Policy: Chaperones in ratio are complimentary.

Additional chaperones above the required ratio are \$9.50/chaperone.

Chaperone Ratio Requirements:
(Minimum chaperones are required and are based off the youngest child)
 0-3 year olds—1 Adult : 3 Children
 4-7 year olds—1 Adult : 5 Children
 8+ year olds—1 Adult : 8 Children

Pretend City Scholarship Field Trip Application

Completion of this form and section do not constitute a confirmed reservation. Field trip visits are dependent upon availability and are scheduled on a first-come, first-serve basis.

Scholarship field trips are currently only offered from September 2019-January 2020, Monday-Thursday.

Funding Needs:

Full Scholarship

Partial Scholarship
Our school can contribute \$ _____ to the price of admission for students.

If full scholarships are not available, will you be able to participate on a partial scholarship?

Are you a Title I School? Yes No

Are you a Head Start program? Yes No

Are you a government funded program or school? Yes No

Are you a non-profit with a school program? Yes No

Percentage of children in the program that qualify for free or reduced lunch: _____%

Percentage of children in the program that qualify for subsidized childcare: _____%

Does your organization receive financial support from the government? Yes No

If so, please describe:

Primary Languages Spoken:

Describe why field trip fees are a barrier to your group:

Explain how students from your classroom will benefit from a field trip to Pretend City Children's Museum:



Pretend City Scholarship Field Trip Application

Completion of this form and section do not constitute a confirmed reservation. Field trip visits are dependent upon availability and are scheduled on a first-come, first-serve basis. **Scholarship field trips are currently only offered from September 2019-January 2020, Monday-Thursday.**

Award Term & Conditions

As outcome measurements are vital to fund this program, in order for schools, programs, and organizations to receive the scholarship they must agree in writing to the following:

- Completion of student/child pre- and post- test visit (if applicable).
- Completion of teacher and chaperone survey(s) during lunch day-of visit.
- Group “thank you” message to sponsoring organization containing:
 - Student/Child quotes regarding facilitated lesson and/or field trip experience.
 - Teacher commentary regarding facilitated lesson and/or field trip experience.

If awarded full scholarship, an award letter will be sent out to the organization via email. A confirmation will be sent via email if you choose to accept your award and partners have been confirmed. Submit all necessary paperwork by the deadline listed on your confirmation.

If awarded partial scholarship, an award letter and invoice will be sent out to the organization via email. Invoices must be paid two weeks prior to visit date via check or credit card. If submitting a Purchase Order, balances must be paid one week prior to visit date. A confirmation will be sent via email if you choose to accept your award and partners have been confirmed. Submit all necessary paperwork by the deadline specified in your confirmation email if awarded a scholarship that require health screenings.

Please return completed application to:

Mail: Pretend City Children’s Museum
 29 Hubble
 Irvine, CA 92618

Fax: 949-428-3908

Email: fieldtrips@pretendcity.org

Please do not contact regarding status of application. Scholarship awards cannot be combined with any other school.

Schools and organizations may apply once per school year.

I have read and understood Pretend City Children’s Museum policies and application requirements and verify all information contained in this application and all supporting documents to be true and correct.

Signature: _____ **Printed Name:** _____

Title: _____ **Date:** _____

Principal/Director Signature: _____ **Printed Name:** _____

Title: _____ **Date:** _____