



Saint Louis Zoo

Animals Always®

Application Process and Requirements for Outreach programs

*Please note: In order to use the grant money in the most efficient manner, school groups may receive either on grounds program(s) OR outreach program(s) for their students. On grounds programs will take place at the Saint Louis Zoo. Outreach programs will take place at your school. Grant money will be issued on a first-come, first-served basis and all programs need to be booked and delivered by **November 30, 2012**.*

1. Each teacher or school administrator must complete the scholarship application and submit a letter (on school letterhead), stating how their students would benefit from attending the Zoo programs.
2. Advance registration is required for all programs and tours. Teachers may register 4 – 8 weeks in advance of their program date. Please have the following information ready at the time you are registering:

School Name

School Address

Phone and E-mail

Program Title

Grade Level

Number of Students / Groups

List of Available Dates (1-3 choices)

Desired start and end times

3. Each student (2nd grade and up) attending the programs must complete a post-evaluation survey, which will be developed and administered by the Zoo staff after the program.
4. Each teacher must complete an electronic online survey evaluating the effectiveness and satisfactory of the program and or tour.
5. Photos will be taken as part of this grant funded program and will be used for reporting to the Boeing Company and for future Zoo program promotion only. Students must have a signed photo release form giving the Saint Louis Zoo permission to use their photo. Zoo staff may contact you after your program or tour to get additional signed photo release forms if needed.



Boeing Company Grant Application Outreach programs

Please print clearly

(Teacher Name)

(School Name)

(School Mailing Address)

(School Phone Number)

(School Fax Number)

(Teacher email address)

In order to use the grant money in the most efficient manner, school groups may receive either on grounds program(s) OR outreach program(s) for their students. On grounds programs will take place at the Saint Louis Zoo. Outreach programs will take place at your school. **Advance registration is required** for all programs. Teachers may register **4 – 8 weeks in advance** of their program date. Grant money will be issued on a first-come, first-served basis and all programs need to be booked and delivered by **November 30, 2012**.

Outreach program(s)

(Grade Level)

(Number of students per class)

(Number of classes)

(Name of Requested Program(s))

The Boeing Company has earmarked this gift to be utilized for underserved students. Please submit a letter explaining why your students fall into this category and how they will benefit from receiving the Zoo Outreach program. Letters must be submitted by the classroom teacher or school administrator and be written on school letterhead.

I, the undersigned, approve the submission of this application and the implementation of the Zoo Program and or Tour requested. (All signatures are required for this application to be considered for funding.)

Teacher Signature

Date

Signature of School Administrator

Date

Mail, or fax (314) 646-5535, your completed application and letter to:

**Kimberly Hoormann, Outreach Coordinator
Education Department
Saint Louis Zoo
1 Government Drive
St. Louis, MO 63110
Attn: Boeing Grant**
