Saint Louis Zoo
Animals Always®

Application Process and Requirements for Outreach programs for students with special needs

Please note: 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 teacher must complete an electronic online survey evaluating the effectiveness and satisfactory of the program and or tour.

4. 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.

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Boeing Company Grant Application
Outreach programs for students with special needs

Please print clearly

_____ _____
(Teacher Name) *(School Name)*

_____
(School Mailing Address)

_____ _____ _____
(School Phone Number) *(School Fax Number)* *(Teacher email address)*

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 students with special needs. 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, school representative, 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