



### **Application Process and Requirements for Education Programs**

*Please note: Grant funds will be awarded on a first-come, first-served basis. All programs need to be completed by **December 31, 2019.***

1. Each teacher or school administrator must complete the scholarship application and submit a letter, on school letterhead, stating how their students are underserved and why/how they would benefit from attending Zoo programs.
2. Funds will cover the program fees only. Any transportation, tickets, or other required items are at the expense of the school/organization.
3. Advance registration is required for all programs and tours. Teachers must register a minimum of one to two months in advance of their program date. Dates are available on a first-come, first-served basis and may be limited.
4. Each teacher will be required to complete an electronic online survey evaluating the effectiveness and level of satisfaction of the program and/or tour.
5. Photos may 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. If a student should NOT be photographed, please inform the Zoo staff on the day of your program.

The Boeing Company requests this gift be utilized for students who are underserved. Examples of this could include, but are not limited to:

- Title 1 schools
- Greater than 50% of students scoring below grade level expectations on standardized tests
- Students with special needs

Please submit a letter, on school letterhead, explaining why your students are underserved (please provide statistics and examples, as appropriate) and how they will benefit from receiving a Saint Louis Zoo educational program. Letters must be submitted by the classroom teacher, school representative, or school administrator and be written on school letterhead.



**The Boeing Company Grant Funds – Application**

**Please print clearly**

\_\_\_\_\_  
School name

\_\_\_\_\_  
Teacher name

\_\_\_\_\_  
School mailing address, city, state, and zip code

\_\_\_\_\_  
School phone number

\_\_\_\_\_  
Teacher email address

Advance registration is required for all programs. Teacher must register a minimum of one to two months in advance of their program date. All other applicable booking procedures, including cancellations and transfers, apply. Grant funds will be awarded on a first-come, first-served basis. All programs need to be booked and completed by **December 31, 2019**. Once your completed application is received, a Zoo representative will be in contact.

*I, the undersigned, approve the submission of this application and the implementation of the Zoo program and/or tour requested. All signatures, as well as completed application (minimum 2 pages) and letter on letterhead are required for this application to be considered complete and valid. Incomplete applications will not be considered. Submitting an application does not guarantee program delivery, dates, or times.*

\_\_\_\_\_  
*Teacher signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School administrator signature*

\_\_\_\_\_  
*Date*

*Mail, or fax to (314) 646-5535, your completed application (minimum 2 pages) and letter to:*

*Saint Louis Zoo, Education Department  
One Government Dr.  
St. Louis, MO 63110  
Attn: 2019 Boeing Grant*

Total number of programs requested \_\_\_\_\_ (make additional copies of this page, as needed)

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(Requested program type – on grounds, outreach, etc.)

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(Program title requested)

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Grade level

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Number of students

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*Preferred* date and time

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1<sup>st</sup> alternate date/time

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2<sup>nd</sup> alternate date/time

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3<sup>rd</sup> alternate date/time

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