Grant Score (internal use only) _____ Grant Application Number (internal use only) _____

Adopt A Class FOUNDATION

AAC Field Trip Fund

Students gain valuable experiences by participating in field trips but we know that not all our teams have the funding to take students. Therefore, AAC Foundation is pleased to provide the AAC Field Trip Fund, a mini-grant program for activities outside the classroom to provide another level of life and career experiences for our students. Mini-grants of up to $250 are available to teams. As we do not have sufficient funding to pay for all field trips for all out teams, the funding will be awarded to applicants with the highest number of points out of 100 possible points. AAC Foundation will score applications giving preference to community group adopters (nonprofits, government groups, etc.). **The application has a rolling deadline up to March 31 with preference given to applications received earlier in the year.**

Only projects that clearly contain an educational opportunity will be considered. Applicants are encouraged to include activities that expose students to educational, career awareness, college awareness, and opportunities not available in the classroom. Applicants must also work with their teacher to plan the field trip, so that the field trip reinforces both the relationship between mentor and mentee and is relevant to the school curriculum. Therefore, a **prerequisite requirement** of this field trip is approval from the principal and teachers to have students participate in the trip.

If you have any questions, please contact Marie Rusincovitch, Director of Programs at marie@aacfoundation.com.

Please print the application below (Pages 2 &3) and write your answers into the form, sign it, and mail it to:
Adopt A Class Foundation
3805 Edwards Rd #550
Cincinnati, OH 45209.

Grant Score (internal use only) _____ Grant Application Number (internal use only) _____

AAC FOUNDATION FIELD TRIP FUND APPLICATION

All applications due before March 31st.

APPLICANT INFORMATION

Applicant's Name:

Applicant's Phone:

Applicant's Email:

AAC Foundation Community Group / Company Name:

Teacher's Name:

School Name and Address:

FIELD TRIP INFORMATION

Field Trip Destination/Program:

Date of Field Trip:

How many students will benefit:

Total number of AAC mentors attending trip:

Purpose of Field Trip:

(Be sure to highlight the educational / career component to receive the most points)

BUDGET

Total Cost of the Field Trip: $

Cost requested from AAC: $

Why do you need to request funding from AAC and please explain other avenues you have taken to secure funding?

*AAC will fund those adopters who can demonstrate in their application the greatest need. Adopters who are corporate sponsored (as compared to community groups) will need to show that they have requested field trip funding from their employer prior to application. All groups must explain in their application other opportunities used to create funding (such as bake sales or individual donations from the team participants.

Grant Score (internal use only) _____ Grant Application Number (internal use only) _____

QUALITY PROGRAM

We have met AAC expectations of good mentorship by doing the following (circle correct response):

- Team lead and all team participants have enrolled online by filling out the mentor enrollment form. YES NO
- We have scheduled all our visits for the school year. YES NO
- We fill out the Log Book when entering school YES NO
- We participate in a pen pal program with our students YES NO

If awarded a grant, adopters or teachers agree to

a) Send a short write up and pictures to AAC at Marie@aacfoundation.com

b) Require our students to send a thank you card to AAC Foundation (to teach good manners)

Applicants signature:_____

Application date: _____

AAC Field Trip Fund Rubric

- **Date Application Received:** (up to 25 points). Applications received in September or earlier receive 25 points, October 20 points, November or December 15 points, January or February 10 points and March 5 points.

- **Demonstrated Financial Need:** (up to 25 points). With limited funding we need to provide funding to those adopters who can demonstrate in their application the greatest need. Adopters who are corporate sponsored (as compared to community, government and church groups) will need to show that they have requested field trip funding from their employer/corporation prior to application. In addition, all groups must explain in their application other opportunities used to create funding (such as bake sales, individual donations from the team participants).

- **Educational Nature of the Trip:** (up to 25 points). Priority will be given to those field trips that have an education/career component. Examples of educational field trips are to:

  - The adopter's office or factory
  - Aquarium
  - Zoo
  - Cincinnati Parks (if there is a lesson attached)
  - College campus
  - City Hall
  - Museum or performing arts (symphony, ballet)

- **Adopter has met AAC expectations** of good mentorship (up to 25 points)
  - Team lead and all team participants have enrolled online by filling out the mentor enrollment form
  - Adopter has scheduled their visits for the school year
  - Adopter fills out Log Book when entering school
  - Adopter participates in pen pal program