



OREGON HISTORY MUSEUM

AT THE OREGON HISTORICAL SOCIETY

Application for Assistance of Bus Fees

Name of School: _____

Grade Levels: _____

Address: _____

Name of Contact: _____

Contact Phone Number: _____

Contact E-Mail address: _____

Percentage of students served by free and reduced lunches? _____

Please note: The percent of students served must **exceed 55% to qualify for assistance.

Date requested for tour _____ Date application sent _____ You may fax it to 503.896.5251 or send it as an attachment to Denise.Brock@ohs.org

Number of students coming for a tour _____ Number of chaperones coming for a tour _____

The Oregon Historical Society can pay for the buses only **after the tour**. Schools are responsible for making their own transportation arrangements. In order to ensure payment, the Oregon Historical Society must receive a copy of the transportation company invoice, no later than 45 days after the event for reimbursement along with a **signed W9 form** for the school district. The maximum amount for bus transportation to guided school tours that the Oregon Historical Society will pay is based on mileage. For schools located **within 50** miles of the Oregon Historical Society the maximum allowed per visit is **\$200.00**. The maximum amount for schools located **over 50** miles from the Oregon Historical Society per visit is **\$300.00**. Funds are limited and are available until depleted.

Date application received _____

Date & Amount confirmed _____