

# The Colina Foundation and The Karen Colina Wilson Foundation Field Trip Scholarships

## Frequently Asked Questions

### **Who is eligible for the scholarships?**

These scholarships are available to Michigan Downriver schools in which at least 30% of students receive free or reduced lunches.\*

Michigan Downriver School Include:

Allen Park Schools, Ecorse Schools, Flat Rock, Gibraltar School District, Grosse Ile Township, Huron School District, Lincoln Park School District, Melvindale-North Allen Park Schools, River Rouge, Riverview Community Schools, Rockwood Schools, Romulus Community, Southgate Community Schools, Taylor Schools, Trenton Schools, Woodhaven-Brownstown Schools, Wyandotte.

\*Based on the Michigan Department of Education - Grants Coordination and School Support School Breakfast and Lunch Information by District and Building - School Year 2011-12 (October 2011 Data) as published in the 2012 Michigan Education Directory.

### **How do I apply?**

Schools must submit a signed letter of endorsement from their principal on official school letterhead along with the completed application form (available at [www.TheHenryFord.org/education](http://www.TheHenryFord.org/education)).

### **What are my responsibilities?**

Teacher applicants must complete and return the feedback survey upon completion of their field trip. Failure to complete the survey could affect future scholarship eligibility.

Note: Your feedback helps us improve our programs and secure continued scholarship funding.

### **What does the scholarship cover?**

Admission costs for students and group leaders to visit to Henry Ford Museum or Greenfield Village.

Transportation costs (\$200 per 75 people) for visits to Henry Ford Museum, Greenfield Village, Ford Rouge Factory Tour or The Henry Ford IMAX® Theatre.

The scholarship does not cover costs associated with special on-site programs such as G.A.M.E., One Room School or If I Had a Hammer.

### **Can I apply for both admission and transportation scholarships?**

Yes, simply check the box for Admission or Transportation Scholarship on the application form.

### **Why do you need a letter from my principal?**

The letter is to verify support of the field trip from your principal.

### **Does The Henry Ford provide the buses?**

No. The scholarship provides reimbursement for transportation at the rate of \$200 per 75 visitors as stated on the application form. The school is responsible for reserving field trip transportation and making payments.

### **When will I be notified about acceptance?**

Applications will be reviewed weekly. You will be notified of the decision via e-mail within two weeks of submission. Upon acceptance you will receive a reservation confirmation in accordance with your application.

### **Can I change my reservation?**

To ensure accuracy, please be as precise as possible when estimating attendance on the application form. The number of scholarship tickets cannot be increased. Any additional tickets, beyond the number listed on the application form, must be added at your expense (\$8.00 per person). If your attendance numbers decrease, your scholarship coverage will reflect that change. ***The Henry Ford will contact you one week prior to your visit for finalized attendance numbers.*** You may make changes upon arrival, but this will extend your time at the reservation desk.

### **How do I pick up my tickets?**

Tickets can either be picked up on the day of the visit at the Group Check-in counter or in advance. Additionally, for a small fee, your tickets can be shipped to you in advance. ***Tickets will not be printed until payment is received. We highly recommend completing payment in advance to drastically reduce check-in time.*** This will allow you and your students to spend more time visiting the venues.

### **When will I receive my check for the buses?**

Once your field trip has been completed, your check for the transportation scholarship will be processed. This could take up to two (2) weeks. Every effort will be made to process the transportation scholarship in a timely manner.

### **What season and days are best to come to The Henry Ford?**

The spring season is The Henry Ford's busiest time for school groups, and during the week, Thursdays and Fridays are the most popular. We recommend a Monday, Tuesday or Wednesday field trips when possible.