



Oregon Forest Resources Institute  
 317 SW Sixth Avenue, Suite 400  
 Portland, OR 97204  
 Tel:(503) 229-6718 Fax:(503) 229-5823

## FOREST EDUCATION FIELD TRIP SUPPORT PROGRAM INFORMATION SHEET FOR EDUCATORS

How to Apply for Reimbursement of Transportation Costs For Student Forest Education Field Trips

**Purpose:** OFRI recognizes the effectiveness of field studies and wishes to support classroom teachers' forest education efforts. OFRI may be able to provide transportation funds, on a case-by-case basis, to those classrooms whose opportunities to participate in such forestry related studies are otherwise limited.

(1) Criteria:

- The **PRIMARY** focus of the trip must be **forest/forestry** education.
- Requests are considered on a first-come, first-serve basis, well in advance of the event
- Preference is given to opportunities listed in the OFRI publication, *A Teacher's Guide to Forest Education Opportunities*, other requests are considered on a case-by-case basis
- Preference is given to educators who have attended a PLT forestry workshop or who have had a Talk About Trees program in their classroom
- Funding may only be used for direct transportation costs of the field trip; bus costs are the main intended use of these funds

(2) Request must be made in writing and include the following items:

- Who will be participating in the field trip - grade, special class, etc.
- What is the nature of the field trip - forest tour, field study, etc.
- When is the event
- Where is the event
- How the field trip will integrate with classroom studies
- How many students and teachers will participate
- What is the estimated cost of transportation (for example, 2 buses @ \$150 per bus)

Address a letter to Norie Dimeo-Ediger, K-12 Programs Coordinator, and send/or fax the request to OFRI at address/fax number above. For more information call the number above, Ext. 29 or email [dimeo-ediger@ofri.com](mailto:dimeo-ediger@ofri.com).

(3) Please note:

- No commitment can be made prior to approval of written request
- OFRI can provide a decision (approve or reject request) in approximately one week, though we can only pay actual expenses from billing after the event. **This program covers only buses, not substitutes.**
- In order to ensure payment, OFRI must receive an invoice from the school made out to OFRI, a copy of the original approval letter you received from OFRI, your school federal tax ID# and original transportation company invoice, no later than 30 days after the event, or by June 15, whichever comes first.
- Fill out the form below and return with your letter of request. **Please include contact phone number.**

Request Contact/ School phone #	# of buses	Trip # Total	# of adults	# of students	Grade/s	Amount \$ Requested	Date of Trip/s	Field Trip Site