



# Edison Bus Subsidy Program 2011-2012 Instructions



## Introduction

Edison proudly presents the bus subsidy program for the 2011-2012 Field Trip performances. We acknowledge the economic challenges schools are facing with loss of income, budget cuts, and job losses. In order to help schools attend field trips to Edison for exciting performances in music, theatre, and dance, the Friends of Edison Board has instituted a program to subsidize funding for bus transportation to Edison Theatre.

This program is geared to schools wishing to attend Edison performances but do not have the funds for bus transportation. For each of the Field Trip performances, Edison has raised funds to help schools offset the cost of bus transportation. The total funds available for 2011-2012 have not been finalized to date. The goal is to raise enough funds to help each school that demonstrates a financial need.

## Application Process

To apply for the bus subsidy, you must complete the form on the back side and submit by the deadline to be considered for bus subsidy funding. Note the Ticket Reservation form may be submitted separately or with the Bus Subsidy Application. If you are applying for transportation to more than one performance, please include a separate application for each performance. The awards will be made based on economic need and those schools best able to communicate its need for funding. Listed below are the deadline dates for this season.

<u>Event</u>	<u>Event Date</u>	<u>Submission Deadline</u>	<u>Award Notification</u>
Cashore Marionettes	Feb 10, 2012	Nov 10, 2011	Nov 30, 2011
Ballet Hispanico	Mar 2, 2012	Dec 2, 2011	Dec 16, 2011
Dynamo Theatre	May 4, 2012	Feb 4, 2012	Feb 18, 2012

Upon receipt of the subsidy forms, the Edison staff will review the requests. Determination will be made by each school's demonstrated financial need. The Edison staff will make recommendations for the FOE Board's review. Schools may receive full, partial or no funding. Schools will be notified of their award at the time invoices are issued for their reservation. If a partial or no award was made to your school and your reservation needs to be cancelled, please let us know upon receipt of notification.

## Payment of Award

After the performance the school should submit a copy of the bus invoice to Edison along with the name, address, and tax id number for the school (payee). We also require the completion of the post performance survey. Payment will be made to the school (not the bus company) to reimburse the school for the expense. A check will be issued and mailed to the school within two weeks of receipt of bus invoice, survey and payee info.

## Questions

If you have any questions about the Bus Subsidy Program, please contact  
Bill Larson, Operations Manager  
314-935-6564  
alarson@wustl.edu



# Edison Bus Subsidy Application

Date: \_\_\_\_\_

School Name: \_\_\_\_\_ District: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Performance: \_\_\_\_\_ Date: \_\_\_\_\_

(If attending more than one performance, please submit a separate form for each.)

Total No. Attending (students & teachers): \_\_\_\_\_ Number of buses needed: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

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Why should your school receive subsidized bus funding? Please cite examples of economic need, budget issues, family demographics, etc. Funding levels will be determined by demonstrated financial need. (Attach narrative to application):

Percentage of students participating in the free or reduced lunch program at your school: \_\_\_\_\_%

If transportation is not funded, will you be able to attend the performance? Y / N  
(Explain if necessary)

**Mail or fax this form to Edison Theatre before the deadline to apply for the bus subsidy program funds.**

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St. Louis, MO 63130

**Fax:** 314.935.7362  
**Phone:** 314.935.6564

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