

PRE-APPROVAL REQUEST**SEATTLE PUBLIC UTILITIES FIELD TRIP BUS REIMBURSEMENT (PLEASE SUBMIT 2 WEEKS IN ADVANCE)**

Seattle Public Utilities (SPU) provides scaled transportation reimbursement to Seattle Schools for the programs below. Please note eligibility and criteria.

1. Review eligibility (on reverse) and schedule your program.
2. Print and fill out this Transportation Reimbursement Pre-Approval w/ principal signature. **Scan and email or fax** your request to Beth.Miller@Seattle.gov, FAX: 206.684.8529
3. **You are responsible for scheduling and paying for your own transportation in advance.**
4. After your trip scan and email the Bus Reimbursement Form and a copy of your receipt to Beth.Miller@Seattle.gov. Please allow 3-4 weeks for reimbursements to process.

Which program are you attending?

- Carkeek Park Salmon Search (Fall)** Active SIS classes. 1 bus per school -- up to 60 students. One date only. (If you are teaching the L&W kit this fall, please choose that trip.)
- IslandWood Community Waters Field Experience (follows kit rotation)** 4th grade. Must be teaching Community Waters Science Unit. Schools may request multiple buses if prerequisites are met.
- Salmon Release (Spring)** Active SIS class. Any age (priority for lead SIS permit class). 1 bus per school -- up to 60 students. One date only. (except for special circumstances and with prior permission)

Program Date _____

Program location _____

School Name: _____

Teacher names (all attending): _____

Grade level _____

Number of Buses Needed: _____ Number of Students: _____ Number of Adults: _____

I am requesting the transportation reimbursement based on the following:

_____(initials pls.) We recommend bus pickup and returns between 9:30 AM and 1:30 PM - School is responsible for any surcharges incurred due to scheduling outside of core bus availability.

_____(fill in FRL%)

- Schools with 37%-100% FRL lunch students: bus reimbursed at \$175 or full amount of bus whichever is less;
- Schools with 0%-36% FRL students can be reimbursed at \$75 per bus
- _____ Other (call Beth Miller to discuss first please, 206.386.4621)



Requestor name: _____ Phone _____ EMAIL _____ FAX: _____

Principal _____ (print) _____ (sign) _____ (date)

SPU Approved _____ (SPU Staff). Date: _____

Scan and return this form to Beth.Miller@Seattle.gov, FAX (206) 684.8529

	SISS Carkeek Salmon Search(Fall)	IslandWood Community Waters (CW) Field Experience <i>follows kit rotation</i>	SISS Salmon Release (Spring)
Description	Come see a real stream where volunteers have been working to restore salmon. Sightings of spawners are not guaranteed, but there's a lot to see creek-side (2 hrs).	Students make real world connections to the classroom Community Waters unit at a local site as they investigate stormwater-related engineering (3.5 hrs).	Students participate in a learning activity about the salmon life cycle and a facilitated salmon release (90 mins).
Location	Piper's Creek/Carkeek Park (NW Seattle)	Nearest site: Thornton Creek Water Quality Channel, Carkeek Park, Longfellow Creek, or Mapes Creek	<ul style="list-style-type: none"> • Lake WA (Matthews Beach, Magnussen, Madrona, Seward Park or Be'er Sheva park/Mapes Creek) • Fauntleroy Creek • Piper's Creek/Carkeek Park
Eligibility/ age/ Capacity	Active SIS classes. (If you are teaching the CW or L&W kit this fall, please choose that trip.)	Must be using 4 th grade Community Waters science kit.	Active SISS class. Any age (priority for lead SIS permit class).
BUS	1 bus <u>per school</u> -- up to 60 students. One date only.	Schools may request multiple buses if prerequisites are met.	1 bus <u>per school</u> -- up to 60 students. One date only.
Cost	No charge	No charge	No charge
Scheduling and info	Seattle Public Utilities – Protect Our Waters: Beth.Miller@Seattle.gov	IslandWood: corir@islandwood.org 206.855.7074	Watch for scheduling email Fauntleroy contact: Judy.Pickens@msn.com ; All others contact: beth.miller@seattle.gov

Transportation Reimbursement

(See eligibility and capacity requirements above and apply using form on reverse)

- Schools with 36% or more FRL students will be reimbursed \$175/bus or total bus cost (whichever is less)
- Schools with less than 36% FRL students will be reimbursed \$75/bus
- Pick-ups should be scheduled carefully to avoid any surcharges which must be paid by school.
- For questions contact Beth.Miller@Seattle.Gov 206.386.4621