



Gold Ridge Resource Conservation District Bus Stipend Application

The Gold Ridge Resource Conservation District (RCD) bus stipends are made possible by our partnership with the Sonoma County Ag + Open Space District. Bus stipends are granted on a first come, first serve basis. Your school must be a Title 1 school, have at least 50% of students receiving free or reduced-price lunches or be able to demonstrate in some other way that attendance of the trip would not be possible without a stipend to qualify for a stipend. We will contact you about the status of your request prior to your field trip.

Please note that the bus stipend is a **reimbursement** to your school. You will need to schedule the bus trip and pay the bus company directly, and then **submit an invoice** (an emailed word document is preferred) to the Gold Ridge RCD in order to be reimbursed. **Please do not forward us the bill from the bus company – thank you!**

YES we are a Title 1 school and/or we have at least 50% of the students receiving free or reduced lunches (please initial) _____.

We are not a Title 1 school nor do we have at least 50% of students receiving free or reduced lunches, but attendance of the trip would not be possible without a stipend for the following reasons:

(please initial) _____.

I am requesting a:

() Partial bus stipend of \$100 per trip, and our school will subsidize the remainder from other sources

() Full bus stipend of up to \$250 per class trip

I will instruct our school secretary, principal, parent or other person responsible for bus reimbursement how to submit an invoice and W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) to Gold Ridge RCD (initial) _____.

Who orders the bus for your school? (circle one) Teachers Parent Principal Secretary Don't Know

School Name

Teacher Name

Grade

Teacher Signature

Please return this filled and signed form to the Gold Ridge RCD, Adriana@goldridgercd.org or mail to Gold Ridge RCD, Attn: Adriana Stagnaro, 2776 Sullivan Rd, Sebastopol, CA 95472

Sample Invoice to Gold Ridge RCD for Bus Payment Reimbursement

Attn: Accounts Payable, Gold Ridge Resource Conservation District

2776 Sullivan Rd, Sebastopol, CA 95472

RE: TEAM field trip bus stipend

Date: MM/DD/YYYY

Please remit a payment of: (amount, for example, \$250)

To: (school or District office, for example: Santa Rosa City Schools District)

For the field trip on: (date, for example, MM/DD/YYYY)

To the following address: (list school or District address, for example: Apple School, 200 Farm Road, Santa Rosa, CA 95404).

Thank you,

(Your name)

**(Please attach your school's current Form W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Invoices do not need proof of the school's payment to the bus company attached. Please submit this invoice as a word document and email to Adriana Stagnaro, Outreach and Project Manager at Adriana@goldridgercd.org or mail to 2776 Sullivan Rd, Sebastopol, CA 95472)*