

Teacher Resource Fund Reimbursement Request



Thank you for applying for funds to supplement your school curriculum. The Forest Park Environmental Program and the Forest Park Gardeners are pleased to offer this funding opportunity. The purpose of these funds is to help teachers incorporate environmental ideas/concepts into their daily lesson plans.

Please fill out the requested information and the estimated amount of your needed purchases. Our organizations and the WW School District will review your request. You will be notified by email/phone within five (5) working days whether your request has been approved. A copy of this request form will then be sent to you. Once you have made your purchases, please attach the receipt to the copy and return it to the Forest Park Environmental Program. Once received, it will be sent to the Finance Department where they will issue you a reimbursement check.

Forest Park Environmental Program
1201 West Kemper Rd
Forest Park, OH 45240
(513) 595-5263
environment@forestpark.org

Reimbursement Requirements

- Only Winton Woods School Teachers are eligible for this program.
- Requested materials/field trips must be use to convey environmental concepts
- Materials could be:
 - Short term (consumables) meaning they will be consumed during that specific activity
 - Long term (non-consumables) meaning they will be used for several activities
 Long term materials are given greater consideration

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- Field trips requests must be a part of a boarder class activity (see activity description)
- Reimbursement limit \$500/teacher per calendar year

Teacher Information

| Name: | |
|------------------|------------------------|
| Mailing Address: | |
| City: | |
| Zip Code: | |
| Phone # | |
| Email Address: | |
| | (Please Print Clearly) |

| Material Informa | <u>ation</u> | | | | |
|----------------------------------|--------------|-----------------------------|----------|-------------------------|-----------------|
| Materials Needed: | | | | | |
| | | | | | |
| | | | | | |
| Type of Materials: (circle one) | | Short-Term (consumables) | | ng-Term consumables) | |
| If Short-Term - Who (circle one) | en will t | the materials be | used? | Fall Semester | Spring Semester |
| If Long Term: | - | | | | |
| (explain) | | | | | |
| | | | | | |
| Material Cost: (close estimate) | \$ | | | | |
| Field Trip Information | | | | | |
| Organization: | | | | | |
| Location: | | | | | |
| Costs: | Bus | \$ | | Organization: | \$(if any) |
| School Informa | <u>tion</u> | | | | |
| School Name: | | | | | |
| Grade Level: | | | | | |
| # of Classes: | | _ Total # of S | Students | : | |

Activity Information

| Subject: (circle) | English | Literature | Writing | Reading | Math |
|-----------------------|------------|------------|-----------|-----------|----------------|
| (onoic) | Science | History | Geography | Economics | Social Studies |
| If Other (ex | kplain): | | | | |
| Environme Concept: | ntal | | | | |
| Activity De | scription: | | | | |
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| (use additional sheet if necessary) | | | | | |
|-------------------------------------|----------------|-------|--------------|--|--|
| | For Office Use | | | | |
| | Approv | ed: | Disapproved: | | |
| | | Date: | | | |