



# 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](mailto: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***
- 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)





