

# The Colina Foundation and The Karen Colina Wilson Foundation Field Trip Scholarships

## Frequently Asked Questions

### Q: Who is eligible for the scholarships?

A: These scholarships are available to Michigan Downriver schools\* in which at least 30% of students receive free or reduced lunches.\*\*

\*Allen Park Schools, Ecorse Schools, Flat Rock, Gibraltar School District, Grosse Ile Township, Huron School District, Lincoln Park School District, Melvindale-North Allen Park Schools, River Rouge, Riverview Community Schools, Rockwood Schools, Romulus Community, Southgate Community Schools, Taylor Schools, Trenton Schools, Woodhaven-Brownstown Schools, Wyandotte.

\*\*Based on the School Breakfast and Lunch Information by District and Building, School Year 2011-2012 (October 2010 data) as published in the 2011 Michigan Education Directory.

### Q: How do I apply?

A: Schools must submit a signed letter of endorsement from the principal on official school letterhead along with the completed application form (available at [www.TheHenryFord.org/education](http://www.TheHenryFord.org/education)).

### Q: What are my responsibilities?

A: Teacher applicants must **complete and return the feedback survey** upon completion of their field trip. Failure to complete the survey could affect future scholarship eligibility.

Note: Your feedback helps us improve our programs and secure continued scholarship funding.

### Q: What do the scholarships cover?

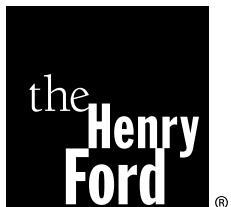
A: Admission costs for students and group leaders to visit *Henry Ford Museum*<sup>®</sup> or *Greenfield Village*<sup>®</sup>. Transportation costs (\$200 per 75 people) for visits to *Henry Ford Museum*, *Greenfield Village*, *Ford Rouge Factory Tour* or *The Henry Ford IMAX*<sup>®</sup> Theatre. The scholarship does not cover costs associated with special on-site programs such as G.A.M.E., One-Room School or If I Had a Hammer.

### Q: Can I apply for both admission and transportation scholarships?

A: Yes, simply check the boxes for Admission and Transportation Scholarships on the application form.

### Q: Why do you need a letter from my principal?

A: The letter is to verify support of the field trip and confirm your free and reduced lunch percentage rate.



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### **Q: Does The Henry Ford provide the buses?**

**A:** No. The scholarship provides reimbursement for transportation at the rate of \$200 per 75 visitors as stated on the application form. The school is responsible for reserving field trip transportation and making payments.

### **Q: When will I be notified about acceptance?**

**A:** Applications will be reviewed weekly. You will be notified of the decision within two weeks of submission. Upon acceptance, you will receive a reservation confirmation in accordance with your application.

### **Q: Can I modify my reservation?**

**A:** Please be as accurate as possible when estimating your student's participation in the field trip. This will allow your classroom and other students in need of admission assistance to have a field trip this school year. Once you are awarded the admission scholarship, we understand that your student count may fluctuate. If your student count increases from the number listed on the application, additional tickets must be purchased at the school's expense. If there is a reduction in the number of students, this will be reflected in your scholarship. When your numbers change, it's imperative that you telephone the Call Center (313.982.6001, press 1) prior to your visit so that we can adjust your reservation. This will ensure a prompt check-in and accuracy in your ticket count on the day of your arrival.

### **Q: How do I pick up my tickets?**

**A:** Tickets can either be picked up on the day of the visit at the Group Check-in counter or in advance. Additionally, for a small fee, your tickets can be shipped to you in advance. If you have an outstanding balance, **we recommend that your balance be paid in full prior to your field trip.** This will eliminate wait time and allow you more time to visit your chosen venue.

### **Q: When will I receive my check for the buses?**

**A:** Once your field trip has been completed, your check for the transportation scholarship will be processed. This could take up to two (2) weeks. Every effort will be made to process the transportation scholarship in a timely manner.

### **Q: What season and days are best to come to The Henry Ford?**

**A:** The spring season is **The Henry Ford's** busiest time for school groups, and during the week, Thursdays and Fridays are the most popular. We recommend Monday, Tuesday or Wednesday field trips when possible.