



Catherine J. Dueñas Bus Scholarship Application

Through the generosity of its donors, in honor of the volunteerism of Catherine J. Dueñas, the Oriental Institute is proud to offer a limited number of bus scholarships for field trips to the museum for Title 1 schools in the Chicago Public Schools system.

The scholarship covers up to \$150 for the cost of bus rental, per school for a single school year. Please note that this scholarship may only be used for school bus rental; cash buses are ineligible for funding. The scholarships are awarded to schools that are classified as Title 1 school by the CPS Office of Research, Evaluation and Accountability (<http://www.cps.edu/SchoolData/Pages/SchoolData.aspx>)

Application Procedures – Please complete ALL items on this list:

- 1) Complete the scholarship application form.
- 2) Write a letter of intent on your school's letterhead affirming that your school is classified as a Title 1 school. In your letter, address how a field trip to the Oriental Institute meets your classroom learning objectives. **All participating teachers and the school principal must sign this letter of intent.**
- 3) Include official documentation confirming that your school classified as a Title 1 school. A copy of the first page of your school's Illinois School Report Card is sufficient.
- 4) Email the application, letter of intent, and schooldocumentation to: oi-education@uchicago.edu **In the subject line please include *Bus Scholarship*.**
- 5) Please allow ten business days from the time you submit your application to receive a decision. Notifications will be sent by email. If you have any questions please email oi-education@uchicago.edu
- 6) If you are awarded a scholarship you will receive instructions of how to book your field trip. We require a 30-day advance notice to schedule a tour. **You are responsible for booking and initially paying for the bus. To receive reimbursement of \$150, you are required to send an invoice on school letterhead for \$150 along with your schools W9 form.**

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Central Office→Development→Bus Scholarship→Bus_Fund_How-to_Apply_RVSD