

**School Funding Request Information and Sample Letter**

In an effort to help schools and organizations to receive funding needed to experience Ijams Nature Center field trips and outreach programs, below is a list of costs, potential funders, and a sample letter that educators may adapt when requesting support.

**Costs**

In order to estimate the necessary amount of funding required, educators are encouraged to check with their school districts for busing costs.

* Ijams field trip admission is $8-$12 per student.
* Ijams outreach programs are $90-$150 per session.

**Potential Funding Sources**

* Target Corporation. Visit <http://bit.ly/1JpFkFd> for details.
* The Walmart Foundation. Visit [https://walmart.org/how-we-give/grant-eligibility](https://walmart.org/how-we-give/grant-eligibility%20) for details.
* School education foundations
* Community foundations
* Bank or credit union serving your school or district
* Local gas stations, mini markets, and stores
* Area companies that will need science, technology, engineering, and mathematics (STEM) workers in the future
* Parent/teacher associations, groups, and organizations

**Sample Letter (It is recommended that school or district letterhead be used.)**

Date

Dear NAME,

I am writing to respectfully request **$AMOUNT** from your **ORGANIZATION/COMPANY** to allow **NUMBER** students in **GRADE(S)** from **NAME OF SCHOOL** to attend an educational field trip at Ijams Nature Center.

An Ijams field trip is a wonderful way to bring nature education to life. Students can experience engaging programs led by knowledgeable educators that cannot be accessed during a typical school day. These hands-on, real-world programs are essential to helping students learn, engage with the outdoors, and be inspired to become good stewards of the natural world.

**NAME OF SCHOOL** serves many low-income students. **DESCRIPTION OF STUDENT BODY – USING PERCENTAGES OF STUDENTS QUALIFYING FOR FREE/REDUCED PRICE LUNCHES AND OTHER STATISTICS.** In addition, we have limited time to teach nature subjects as well as limited resources for equipment and supplies.

Our students may not have the opportunity to visit Ijams Nature Center with their families due to financial or transportation limitations. Yoursupport will allow them to have experiences they would not have access to otherwise.

Thank you for your consideration of this request for funding to help students attend a positive, nature education experience that will increase knowledge, provide awareness about local nature careers, and remove barriers to nature education that low income students typically experience.

Please contact me with any questions you have about this request at **PHONE NUMBER or E-MAIL ADDRESS**.

Sincerely,

SIGNATURE

TYPED NAME, TITLE  
SCHOOL NAME