

WBGO KIDS JAZZ TRANSPORTATION APPLICATION

SPRING 2017 APPLICATION

Submit your completed application form and transportation quote via email to KIDS@wbgo.org, with "Transportation Fund" in the subject line, or fax to 973-824-8888.

Applications will be accepted and reviewed as they are submitted, beginning Monday, December 5, 2016. Questions or concerns? Contact Transportation Fund coordinator LaQuin Lay at llay@wbgo.org or 973-643-4763.

Organization/Group Information

1. Organization/Group Name _____

2. Select one of the following to describe the group:

501(c)(3)

Private Corporation

Church Group

Newark or Elizabeth Public School

Other School

Other _____

3. Mailing Address _____

City/State/Zip _____

4. Website _____

5. General Phone # _____ 7. Fax # _____

6. Primary contact person and title _____

E-mail _____ Phone # _____

6a. Is the primary contact also the person filling out this application? yes no

6b. Is the primary contact also the day of contact for the trip? yes no

6c. If no, please provide the contact info for your anticipated day of contact:

Name and title _____

E-mail _____ Cell Phone # _____

7. What grades are your students in:

Pre-K to 1st

2nd to 4th

5th to 7th

8th to 9th

10th to 12th

8. (Optional) WBGO is committed to serving underserved populations. Help us track this goal.

To your knowledge, what percentages of your youth fit into the following:

Black or African American _____% Hispanic or Latino _____% White or Caucasian _____%

Native American _____% Asian/Pacific Islander _____% Mixed Heritage _____%

Heritage unknown/Other _____%

Special needs/Special Education _____%

From low-income households _____%

Concert Information

9. Select the concert date your group would like to attend. To assist us in accommodating your group, provide two backup options by marking a 2nd and 3rd choice. **If your group would like to attend more than one concert**, check the 1st choice boxes next to **all your desired dates**.

Give best estimates for number of guests expected. See Guidelines for Chaperone recommendations. Concerts marked with an * are best for large groups requesting numerous busses.

Sat, March 4 | Montclair Museum

1st Choice 2nd Choice 3rd Choice

of Students: _____ # of Chaperones: _____ # of Vehicles needed: _____

Sat, April 8 | NJPAC

1st Choice 2nd Choice 3rd Choice

of Students: _____ # of Chaperones: _____ # of Vehicles needed: _____

Sat, May 6 | Newark Symphony Hall

1st Choice 2nd Choice 3rd Choice

of Students: _____ # of Chaperones: _____ # of Vehicles needed: _____

Sat, June 3 | Newark Museum

1st Choice 2nd Choice 3rd Choice

of Students: _____ # of Chaperones: _____ # of Vehicles needed: _____

Transportation Information*

Contact at least one licensed transportation company to solicit a quote for the cost of transporting your group. If requesting funding for multiple concerts, make sure the cost of traveling to each location is clear. The following items should be clearly labeled on the quote or written below, and attached to or e-mailed with your application:

10. Company's Name _____

Full Address _____

Phone # _____

11. Contact person _____

E-mail Address _____ Phone # _____

12. Operating license number OR EIN OR Business ID number _____

13. Type of vehicle requested: Full Bus Half Bus Van: # of Seats _____

14. Total # of Vehicles requested total: _____ Total amount requested: \$ _____

* **If your group owns a vehicle**, attach an estimate for the cost of driver's pay, gas, tolls, and parking.

15. It is important to us that funding is used efficiently. What is your plan for recruiting students to attend the event? What steps will you take to ensure committed students follow through to attend the event?

I understand the descriptive material in this application may be used in WBGO promotions and that if selected as a fundee, I agree to sign an indemnification clause and provide proof of insurance naming WBGO as additionally insured for the date(s) of the concerts in order to receive transportation funding. I understand I am responsible for collecting photo release/permission slips for each youth before the concert and monitoring my group of attendees while attending the event; following the concert I am responsible for sending receipts to WBGO. I also understand that if funding is not utilized to transport youth to a KJCS concert as agreed upon, within all reasonable circumstances, I and/or the organization I represent will be held responsible for returning said funds to WBGO.

Please note: follow-up interviews may be requested of applicants via e-mail or phone to clarify applications and aid in the decision-making process.

Primary Contact's Name, printed

Executive Director's Name, printed

Primary Contact's Signature/ Date

Executive Director's Signature/Date

Chaperone Guidelines:

Groups should follow this guideline for chaperone ratios:

- 1 chaperone for every 5 kids age 4-8,
- 1 chaperone for every 7 kids age 9-13,
- 1 chaperone for every 10 kids age 14-18;

Some exceptions apply. School trips chaperoned by classroom teachers may be allowed to bring fewer chaperones. Groups planning family trips or serving students with special needs are allowed to bring additional adults. Speak with the LaQuin Lay if you have any questions.