



Alabama State History Field Trip Scholarships

Alabama State History Field Trip Scholarships are available to fourth-grade students across Alabama who lack the financial resources to participate in class field trips to Montgomery that include tours of the Alabama State Capitol and/or the Alabama Department of Archives & History.

This scholarship is made possible by Secretary of State John H. Merrill and Tom Ward, co-authors of *Alabama: The Bicentennial*, published in 2019. Seventy-five percent of proceeds from book sales are dedicated to support fourth-graders' visits to Montgomery to learn about the rich history of our state. Scholarships are coordinated by the Friends of the Alabama Archives, a non-profit auxiliary of the Alabama Department of Archives & History. Scholarships will be awarded on a first-come, first-served basis as long as funds are available.

Who May Apply?

Any student who:

1. Attends fourth grade in a public or private school in Alabama
2. Lacks financial resources to pay the standard rate established by their school for participation in a class field trip to Montgomery
3. Will be touring the Alabama State Capitol and/or Alabama Department of Archives & History during the field trip

How to Apply

1. The classroom teacher should complete Form A, Part 1, providing information on the schedule and cost of the field trip.
2. A parent or guardian should complete Form A, Part 2, and return it to the school to verify the need for funding.
3. The field trip coordinator (classroom teacher, principal, or central office staff) should collect Form A upon completion from participating classrooms for the completion of Form B.
4. The field trip coordinator should prepare one Form B for all participating classrooms, indicating:
 - a. The date and destination(s) of the field trip to Montgomery, with certification that reservations for tours at the Alabama State Capitol and/or the Alabama Department of Archives & History have been confirmed
 - b. The cost per student to participate in the field trip
 - c. The number of students in the school requiring financial assistance to participate
 - d. A statement that other, local funds are not available to support the students' participation
5. The field trip coordinator should send Form B to the Alabama Department of Archives & History at the address on the form at least two weeks before the field trip. Awards will not be made retroactively to cover the costs of field trips already completed.

Transmittal of Funds

Upon the review and approval of Form B, the Friends of the Alabama Archives will send one check, payable to the school, to the address provided on Form B, and send an email of notice to the email address provided. The field trip coordinator should report the award to participating classroom teachers. **Note: Upon receiving notice from the Friends of the Alabama Archives, the school is responsible for informing the parent or guardian of the student(s).**



Alabama State History Field Trip Scholarships

Form A

Dear Parent:

Our class will take a field trip to Montgomery on the date shown below for tours of the destinations indicated. Scholarships are available for students lacking financial resources to participate in the field trip. Funding is made available by Secretary of State John H. Merrill and Tom Ward, co-authors of *Alabama: The Bicentennial*. If your student requires financial assistance to participate in the field trip, please complete Part 2 below and return this form by the deadline shown. Scholarships will be made payable to the school on the student's behalf.

Teacher

Part 1 (to be completed by the classroom teacher)

Date of Field Trip: _____

Cost of Field Trip: _____

Field Trip Destinations: Alabama State Capitol
 Alabama Department of Archives & History
 Other: _____

Deadline for returning this form to school: _____

Part 2 (to be completed by parent or guardian)

I am requesting financial assistance for my child to be able to participate in the Montgomery field trip.

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____



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Form B

Part 1 (to be completed by the school's field trip coordinator)

Note: Please use one Form B to request support for the total number of students requiring assistance.

Name of School: _____

Name of Field Trip Coordinator (person completing this form): _____

Phone Number: _____

Email Address: _____

School Mailing Address: _____

Date of Field Trip: _____

Field Trip Destinations: Alabama State Capitol Alabama Department of Archives & History

Cost of field trip per student: \$ _____

Number of students requiring assistance: _____

I certify that the above information is correct, that our school's field trip has been confirmed with the Alabama State Capitol and/or the Alabama Department of Archives & History, and that no other local sources of funding are available to support the students requiring assistance.

Name: _____ Signature: _____ Date: _____

Return this form to:
Friends of the Alabama Archives
Field Trip Scholarships
624 Washington Avenue
Montgomery, AL 36130

Or email to: ADAH.Friends@gmail.com

Questions? Call (334) 242-4441

Part 2 (to be completed by the Friends of the Alabama Archives)

Amount approved for payment: \$ _____

Check #: _____

Payment date: _____