



TARGET FIELD TRIPS

Scholarship America
One Scholarship Way
St. Peter, MN 56082

MEMORANDUM

DATE: January 2018

TO: 2018 Target Field Trip Grant Recipient

FROM: Kim Rice, Program Manager
Scholarship America

SUBJ: Grant Check

Full Payment of Grant

The enclosed check is for the amount of your Target Field Trip Grant, sponsored by Target. **The check is payable to your school and should be processed and deposited as soon as possible, even if you don't need to pay for the field trip expenses right away. The check expires in 90 days.**

Under the terms of the grant, the trip must take place by the end of the current school year (January – May/June of 2018) and the funds must be used for the approved field trip expenses including tickets, fees, transportation, supplies, food or resource materials. Funds are not transferrable to another school and may not be used to supplant expenditures that are the normal responsibility of the school district, e.g. substitute teacher salaries.

If you are unable to execute the field trip as stated in the application, the check must be returned to Target Field Trip Grants Program, c/o Scholarship America, One Scholarship Way, Saint Peter, MN 56082.

****If the grant amount is more than you need for the trip, the extra funds can be used to purchase supplies for your classroom.**

****After the trip is completed, you do not need to mail any receipts/paperwork.**

If you have questions please email me at krice@scholarshipamerica.org or you may call me at 1-800-537-4180, ext. 428.