



National Park Service
U.S. Department of the Interior

Brown v. Board of Education
National Historic Site

1515 SE Monroe Street
Topeka, Kansas 66612

www.nps.gov/brvb
www.facebook.com/brownvboardnps

785-354-4273
785-354-7213 fax

Brown v. Board of Education Reservation Request Form

Brown v. Board of Education NHS offers ranger-guided programs which vary from brief overview talks to in-depth presentations. To inquire about availability, please call or complete this form and fax it in. **All reservations must be received at least two weeks in advance.**

Contact: School/Organization: Mailing Address: Daytime phone:	Title: Email address: Cell phone: Type of group/class:	
# of students	Grade(s)/age(s):	# of adults:
*1 adult required for every 10 students		
Day and date of proposed visit: Alternate date(s)/time(s):	Arrival time: Length of stay:	

Reservation taken by: _____

Date: _____

What type of program are you looking for? (Check any that apply.)

- Introduction to site (10 min.)
 Race and the American Creed film (30 min., pre-Brown)
- Exhibits and galleries (30-60 min., Brown and post-Brown)
 Park Ranger-led program about Brown (30 min.)
- Other _____ *Park Rangers are available for off-site presentations, both pre- and post-visit.

What material will you cover before arrival at Brown v. Board of Education NHS? _____

What would you like the Park Ranger to focus on? _____

What special needs/interests does your group have? _____

Transportation grants may be available. Please visit www.nps.gov/brvb/classrooms/busgrants.htm for more information. A transportation grant application is included on the second page.

Reminders:

- There is limited picnic area at Brown v. Board of Education NHS. Cushinberry Park is located east of the parking lot for large groups.
- Lesson plans and curriculum materials are available. Please visit <http://www.nps.gov/brvb/forteachers/index.htm> for more information.
- Submit transportation grant application if requesting funding for transportation.
- **Note: No food, gum, or beverages are permitted inside the building.**

Program assigned to: _____ Called to confirm: _____
date initials



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Brown v. Board of Education Transportation Grant Application

<p>Contact:</p> <p>School/Organization:</p> <p>Mailing Address:</p>	<p>Title:</p> <p>Email address:</p> <p>Daytime phone:</p>
<p>Date of visit:</p> <p># of students</p>	
<p>Estimated transportation cost (fuel and vehicle cost only): _____</p> <p>Are you located within a 75 mile radius of Topeka? _____</p> <p>Does the transportation provider accept credit card payments? _____</p> <p>Transportation grants to the Kansas State Capitol, Historic Ritchie House, and Kansas Museum of History may be available also (some restrictions apply). Are you interested in this option? _____</p>	

- The transportation provider must accept credit card payments.
- The teacher must provide an estimate of the group's transportation costs BEFORE the site visit on the Transportation Grant application.
- The teacher submits a Group Reservation form and Transportation Grant application.
- The site notifies the teacher if the Transportation Grant is approved or declined.
- The teacher is responsible for following the school district's instructions for field trips if approved, including arranging for transportation.
- The group travels to the site for an exciting day of fun and learning.
- Immediately following the field trip, the teacher or school's business office submits an invoice to the site for payment. They must include: school or district information, business office point of contact name, phone number, and email address to accept credit card payment; reference to date of field trip and name(s) of teacher(s); name of school; and total transportation costs.
- The site does NOT make bus reservations. All arrangements for transportation must be made according to school's policies.

(For Official Use Only)

Date Application Received:

Transportation Grant: Accepted/Declined

Explanation if declined:

Date Invoice Received::

Cost Indicated on Invoice: \$

Attach a Copy of Invoice and DI-1