

Leach Theatre of Missouri University of Science and Technology contributes to the education of its students and the surrounding communities through the exchange of cultural expression to inspire creative thinking. In accordance with this mission, Leach Theatre strives to provide assistance with transportation costs for area schoolchildren to attend School Outreach performances.

Every attempt will be made to pay your funding request in full; however, the maximum payment of your bus funding request may not exceed 75% of your student ticket reservation cost. Please submit an accurate account of your expenses and we will determine the eligibility of your request. Please contact us with any questions regarding bus funding reimbursement. Our hope is that no children will be unable to attend a School Outreach event due to lack of bus funding.

School Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Principal: _____

Contact Person: _____

Phone: _____ E-mail _____ Fax: _____

BUS FUNDING REQUEST

Please complete all columns, including total dollar amount, otherwise your request cannot be processed. Be sure to submit your bus funding reimbursement request on or before the day of the performance.

Name of Show	Date and Time of Show	# Students	# Buses	\$ Amount Requested

You will receive an email notification within 5 business days of receipt of your bus funding request. If you do not receive the notification within 5 days, please call 573-341-6964 or email gilness@mst.edu.

Please return this form to: School Outreach Coordinator, Leach Theatre
 Postal mail: 103 Castleman Hall, 400 West 10th Street, Rolla, MO, 65409
 Phone (573)-341-6964 E-mail: gilness@mst.edu Fax: (573) 341-6983