

**Purpose:** The purpose of the Wheels to Woods! Fund is to provide funding to K-12 schools to pay for transportation costs for an educational field trip to a nearby forest. This grant is not competitive – funds will be awarded if available and if the field trip provides outdoor education in a forest for K-12 students.

**Eligibility:** Any public or private K-12 school is eligible to apply for funds to go on a field trip to a forest owned by the school, or to a private forest (Tree Farm, family, organization), or to a public forest (federal, state, local). Other groups for young people like Girl Scouts, Boy Scouts, 4-H, FFA, and church groups are eligible to apply, but are a secondary priority to school groups. Any forest, regardless of ownership, is eligible to host the field trip.

**Award:** The Wheels to Woods! Fund will reimburse actual transportation costs up to $350 per bus with a maximum award of $1,000 per school or group per academic year. Notification of the award will occur within 15 days of receiving the Application (page 3). The payment will be made to the school after the field trip occurs and the school provides a brief Report (page 4) and an invoice to document actual costs.

**Forest Connections:** If a school does not own forest land, the Michigan Tree Farm Committee can connect a school with a nearby private landowner who enjoys hosting field trips to their family forest that is certified by the American Tree Farm System. If a friendly “Tree Farmer” is not located near the school, the Michigan Tree Farm Committee can connect the school with nearby public land that is suitable for a field trip. Michigan Tree Farm can also connect the school with a natural resource professional (forester, biologist, etc.) to support the field trip.

**Outdoor Education Curriculum:** Field trips to forests are encouraged, but not required, to use lesson plans from standard outdoor education curricula such as Project Learning Tree, Project Wild, Project Wet, the Michigan Environmental Education Curriculum Support (MEECS), etc. Teachers are encouraged, but not required, to be trained in one or more of these outdoor education curricula prior to hosting the field trip to the forest.

* Project Learning Tree - [www.MichiganPLT.org](http://www.MichiganPLT.org)
* Project Wild - [www.Michigan.gov/MichiganProjectWild](http://www.Michigan.gov/MichiganProjectWild)
* Project Wet - [www.gvsu.edu/wri/education/michigan-project-wet-19.htm](http://www.gvsu.edu/wri/education/michigan-project-wet-19.htm)
* Michigan Environmental Education Curriculum Support (MEECS) – [www.Michigan.gov/deq-meecs](http://www.Michigan.gov/deq-meecs)

**Additional Grants for School Forests:** The DNR Forest Stewardship Program provides grants of $1,000 plus $2.50 per acre up to $2,500 per school to develop a Forest Stewardship Plan for a school owned forest. Match is not required. If the grant is not sufficient to cover the costs to hire a professional forester to develop the Forest Stewardship Plan, additional funding may be available from the Michigan Forest Foundation. More information is available at [www.Michigan.gov/ForestStewardship](http://www.Michigan.gov/ForestStewardship) or by contacting Mike Smalligan at [smalliganm@michigan.gov](mailto:smalliganm@michigan.gov).

**Teacher Workshops:** Teachers who are interested in outdoor education are invited to attend summer workshops hosted by the DNR or the Michigan Forest Association. The DNR will be hosting their “Academy of Natural Resources” on July 10-15, 2016 at the Ralph MacMullen Conference Center in Roscommon and “ANR North” on August 8-12 at the Ford Forestry Center in Alberta. More information is available at [www.Michigan.gov/anr](http://www.Michigan.gov/anr). The Michigan Forest Association hosts a weeklong professional development workshop to educate teachers about Michigan’s forests at the Ralph MacMullen Conference Center in Roscommon on June 20-24, 2016. More information is available at [www.MichiganForests.org](http://www.MichiganForests.org).

**The Wheels to Woods! Fund is generously supported by the following organizations:**

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| **Organization or Agency**  **(funding source)** | **Website** | **2016 Gift** |
| Michigan Forest Stewardship Program  (US Forest Service, State and Private Forestry) | [www.Michigan.gov/ForestStewardship](http://www.Michigan.gov/ForestStewardship)  [www.fs.fed.us/spf](http://www.fs.fed.us/spf) | $5,000 |
| Michigan Tree Farm Committee  (Forests for the Future) | [www.TreeFarmSystem.org/Michigan](http://www.TreeFarmSystem.org/Michigan) | $5,000 |
| Michigan Project Learning Tree | [www.MichiganPLT.org](http://www.MichiganPLT.org) | $1,000 |
| Michigan Forest Foundation | [www.MichiganForests.org](http://www.MichiganForests.org) | $1,000 |
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| American Forest Foundation | [www.ForestFoundation.org](http://www.ForestFoundation.org) |  |
| Michigan Forest Products Council | [www.michiganforest.com](http://www.michiganforest.com) |  |
| Michigan Society of American Foresters | [www.MichiganSAF.org](http://www.MichiganSAF.org) |  |
| Michigan Association of Consulting Foresters | [www.acf-foresters.org](http://www.acf-foresters.org) |  |
| Sustainable Forestry Initiative –  Michigan Implementation Committee | [www.sfimi.org](http://www.sfimi.org) |  |
| Great Lakes Timber Professionals Association | [www.gltpa.org](http://www.gltpa.org) |  |
| Michigan Association of Timbermen | [www.timbermen.org](http://www.timbermen.org) |  |
| Michigan Alliance for Environmental and Outdoor Education | [www.maeoe.com](http://www.maeoe.com) |  |
| Michigan Department of Natural Resources | [www.Michigan.gov/Forestry](http://www.Michigan.gov/Forestry) |  |
| Michigan Department of Environmental Quality | [www.Michigan.gov/DEQ-MEECS](http://www.Michigan.gov/DEQ-MEECS) |  |
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**Donations:** Donations in support of the Wheels to Woods! Fund can be sent to the Michigan Tree Farm Committee, a 501c3 organization. All donations are 100% tax deductible. All donated funds will be passed on to schools. The Michigan Tree Farm Committee does not withhold any administrative expenses from donations. Please make check payable to “Michigan Tree Farm Committee” and send to Michigan Tree Farm Committee, 110 West Michigan Avenue, Suite 100, Lansing, MI 48933.

**Application Form**

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| Date of Application |
| School Name, Mailing Address, Office Phone, and Federal Tax ID Number. |
| Teacher Name, Email, and Phone. |
| Date of Field Trip |
| Purpose of Field Trip (Why are you going on the field trip?) |
| Number and Grade of Students; Number of Adults |
| Estimated Transportation Costs (Please include distance to forest and estimates of labor and fuel costs.) |
| Additional Costs Not Covered by the Grant (food, instructors, fees, etc.) |
| Location of Field Trip (Please list owner of the forest and briefly describe the forest.) |
| Will a Natural Resource Professional Participate? (Forester, Wildlife Biologist, Park Interpreter, etc.) |
| Natural Resource Professional’s Name, Email, and Phone. |
| Will Outdoor Education Curriculum Be Used? (Project Learning Tree, Project Wet, Project Wild, MEECS, etc.) |
| What are the Educational Objectives of the Field Trip? (*Having fun in the forest is fine with us too!*) |
| Make Check Payable To: (Include mailing address if different than school address above.) |

**Please send Application to the Michigan Tree Farm Committee by email (docx, pdf) or to the address below.**

Michigan Tree Farm Committee; 110 West Michigan Avenue, Suite 100, Lansing, MI 48933

Scott Robbins: Office: 517-853-8880; Cell: 906-250-5027; [srobbins@michiganforest.com](mailto:srobbins@michiganforest.com)

**Post Field Trip Report Form**

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| Date of the Field Trip |
| School Name, Mailing Address, Office Phone, and Federal Tax ID Number. |
| Teacher Name, Email, and Phone. |
| Did the field trip to the forest accomplish the intended educational purpose? |
| How many students and adults participated? Did they enjoy the forest visit? |
| What were the actual transportation costs? Please attach invoice of the actual costs. |
| Was the forest a good location for a school forest field trip? |
| Did a natural resource professional participate? Were they helpful? How could they be better? |
| Did the outdoor education curriculum fulfill the educational objectives of the field trip? |
| Do you have any photos of the field day that you can share with the Michigan Tree Farm Committee? |

**Please send Report to the Michigan Tree Farm Committee by email (docx, pdf) or to the address below.**

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*Thank you for taking your students out to the forest!!*