*This should be submitted through a .docx or .pdf file on official school letterhead. The primary contact for the field trip will receive an After Visit Survey to their email following the visit.* ***Please note that in order to ensure your school’s continued eligibility for Schooled on Freedom funding, the After Visit Survey must be completed within a timely manner of the visit.*** *Additional information will be sent to the primary contact.*

MONTH XX, 20XX

National Underground Railroad Freedom Center

C/O Group Sales – Morgan Burchett

50 E. Freedom Way

Cincinnati, OH 45202

GroupSales@nurfc.org

(513) 333-7542

Dear Ms. Burchett,

I am the [position] at [school district or group].

Of our [# of total enrolled students], [x%] qualify for free or reduced lunches.

[Please write a statement that explains your intention to visit the National Underground Railroad Freedom Center. Why do you want your students to come to the museum?].

Thank You,

[Administrator’s Signature]

Your Name

Position, School District