

Oklahoma Alliance for Arts Education

Grant Claim Form

Name: _____ Date: _____

School: _____

Convention: _____

Please include this coversheet and the following:

- ☐ Evidence of participation (program, registration receipt, etc.)
- ☐ Copy of travel or per diem receipts (may be photo copied all on one page).
- ☐ A professional letter to the OAAE membership showing appreciation, highlighting any takeaways from the conference, and short explanation of how these concepts will be beneficial to your school/program.
- ☐ *Optional* - Digital access to hi-resolution photos of your attendance to be used by the OAAE for future advertising and fundraising purposes.

Claim review will take place at the next scheduled OAAE quarterly board meeting. Funds will be dispersed within five business days of the meeting date.

Please mail materials to:
Oklahoma Alliance for Arts Education
P.O Box
Jenks, OK 74037

Or email to:
OAAE.travelgrants@gmail.com

Signature_____