



## FREE FIELD TRIP PROGRAM GUIDELINES

Embracing Our Differences is pleased to continue providing free field trip transportation to and from its exhibits subject to the following guidelines:

1. To qualify for the Embracing Our Differences Free Field Trip Program, teachers must obtain an Authorization Code by registering online at [EmbracingOurDifferences.org](http://EmbracingOurDifferences.org).
2. Free school buses are available to all public, charter and private schools in Sarasota, Manatee and Charlotte counties. Embracing Our Differences will pay all cost of transportation for groups of 15 or more provided district school buses are available.
3. Public, charter and private schools located beyond Sarasota, Manatee and Charlotte counties will be reimbursed for actual expenses up to \$5.00 per student. Reimbursement is conditioned upon receipt of an invoice reflecting: (1) date and time of the trip; (2) destination(s) visited; (3) number of buses involved; (4) number of students transported; (5) our Authorization Code; and (6) itemization of all charges.
4. Public, charter and private schools electing to use charter bus companies will be reimbursed for actual expenses up to \$5.00 per student. Reimbursement shall be conditioned upon receipt of an invoice from the charter company reflecting: (1) date and time of the trip; (2) destination(s) visited; (3) number of buses involved; (4) number of students transported; (5) our Authorization Code; and (6) itemization of all charges.
5. Teachers are responsible for making all necessary arrangements with their respective school district transportation departments or charter bus company.
6. The availability of a scheduled date to visit the exhibit depends upon the teacher's ability to make adequate bus arrangements. Teachers do not need permission to change the date of their visit and/or the number of students participating; however, we must be provided with email notification of any changes in dates; number of students and/or estimated arrival times.
7. Buses paid for in full by Embracing Our Differences shall only visit the exhibit and not more than one of our **MAKE-A-DAY OF IT!** partners. Visits to non-partner locations are not permitted and will invalidate your Authorization Code.
8. Embracing Our Differences will not pay for any trips without a valid Authorization Code, for cancellation charges or for buses which do not actually visit the exhibit. Any such cost will be the responsibility of the individual school making the reservation.
9. **As a condition to receiving free or subsidized bus transportation, each teacher involved in the trip must complete a short on-line survey. A link will be provided prior to visiting the exhibit.**