



Program Fee and Transportation Cost Reduction Request for Schools, Groups, and Organizations

PROGRAM FEES

Field Trip or Custom Program:

\$1/participant for Title I schools or organizations of need

\$5/participant for non-Title I schools

Group Ladybug Walk:

\$1/participant for Head Start programs or organizations of need

\$5/participant for non-Head Start

School / Group Name _____ **Date** _____

Program Fee Waiver

Please tell us how much you are able to pay per participant: \$ _____

OR I'm a Title I school, Head Start, or organization of need who is requesting that the program fee be waived completely.

Transportation and Bus Cost Waiver

Please tell us how much you are able to pay toward bussing: \$ _____

OR I'm a Title I school, Head Start, or organization of need who is requesting that the cost of transportation be waived completely.

We recognize not every school or organization is able to pay these amounts. If you are experiencing barriers to paying the cost, please tell us about your situation:

For PP&R Use

Approved by _____ **Date** _____

Environmental Education
2909 SW Second Avenue
Portland, Oregon 97201
503-823-3601

PORTLANDPARKS.ORG
Commissioner Dan Ryan
Director Adena Long





BUS TRANSPORTATION COST WAIVER INSTRUCTIONS

1. Work with your school district or organization's preferred bussing company to arrange transportation to and from the park for the day of the program. If an invoice is submitted by an organization rather than a school district, there may be a delay in reimbursement while we work to get you into the City's payment system.
2. Complete this 'Program Fee and Transportation Cost Reduction' form.
3. Create an invoice from your school district or organization for the cost of transportation that clearly details the expenses owed. Please use the address listed at the bottom left side of this form.
4. Attach this 'Program Fee and Transportation Cost Reduction' form and the invoice to an email and send it to EnviroEd@portlandoregon.gov or to the PP&R staff member you have been corresponding with.
5. We will submit your invoice for payment. It may take a few weeks before your school district or organization receives this reimbursement.

THANK YOU TO OUR FUNDING PARTNERS

The 2020 Portland Parks Options Levy and funding from the U.S. Fish and Wildlife Service helps us reduce costs for all participants. Please follow up if you have any questions about how to complete this form or how to arrange transportation for your nature program.

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