

## free transportation

The *Bid for Education* program covers transportation costs for school and senior groups with financial needs. If you are a Title I school or can demonstrate financial need, you qualify for free transportation. Free transportation is limited and available on a first come, first served basis.

After you reserve your visit, carefully follow these guidelines to take advantage of this program:

1. The *Bid for Education* program will pay up to **\$350.00 per bus** for transportation to and from the National Museum. Schools/organizations are responsible for any and all costs above the \$350.00 per bus limit.
2. The Free Transportation program does not cover school bus transportation costs for groups under 25 people. This includes groups that reserve for more than 25 people but arrive with less than 25 including teachers and chaperons. For groups under 25 people, the program will reimburse public transportation costs and/or parking fees.
3. **Your organization must handle all transportation logistics.** These logistics include contacting a bus company, scheduling a bus, and/or communicating to the bus company the pick up and drop off times/locations.  
**Note:** This program covers transportation costs **ONLY** to and from your school/organization and the National Museum.
4. At least two weeks prior to your visit, you must submit the *Bid for Education* Application for Transportation (see page 17) to the Education Unit. Failure to submit an application prior to your visit will result in the forfeiture of this grant.
5. If the per bus cost is under \$350.00, the transportation invoice can be sent directly to the National Museum, Attn: Education Unit, or you may forward the invoice to us once received. **The National Museum invoice must receive the invoice within two months of your visit date OR by June 30, 2010, whichever is first.** It is your responsibility to ensure that the Museum receives the invoice within this time range, as failure to submit an invoice for payment within two (2) months of your visit will result in the forfeiture of this grant. The National Museum is not responsible for misdirected or lost invoices.
6. If the per bus cost is above \$350.00, it is your organization's responsibility to provide alternate funding source codes or payment as required by district bus fleets or bus companies.
7. If you need an authorizing signature on a promise of payment from the National Museum, the form will be included in your confirmation packet.
8. Prior to your visit to the National Museum, your organization must write a letter acknowledging the *Bid for Education* program. Address the letter to Supporters of the Bid for Education Program. If you are also taking advantage of our Free Admission Grant, you can write one letter acknowledging both the *Bid for Education* and the Free Admission Grant.
9. You must bring this letter to the National Museum on the day of your scheduled visit. Upon arrival, the letter must be given to the Front Desk staff.

The National Museum's *Bid for Education* program will not pay for transportation if your group cancels its visit or fails to cancel its transportation arrangements. Failure to cancel your Museum reservation in advance may make your school ineligible for future Free Transportation Grants. Schools/organizations are responsible for any transportation cancellation fees/penalties or the cost of the transportation if the organization chooses not to visit the National Museum.