

Managing my Vouchers

The Fall Collaborative Workshop (FCW) is a starting point for several other processes involved in planning your Learning Partners experiences. During the workshop, you will receive an Learning Partners payment voucher. This voucher guarantees payment for your program and serves as a tool to help you schedule programs and keep track of times, dates and costs. Once your Site Coordinator Team confirms your vouchers online, Learning Partners is able to track your progress and monitor the funds of each school.

The LP payment voucher includes a **voucher number** and **approval code** for each program. When calling Learning Partners or your provider, always have these numbers readily available. Each Site Coordinator can view and confirm vouchers online at any time (see instructions below). **Although the payment voucher guarantees payment for your program, it does not guarantee availability, nor does it replace the scheduling process. Please follow the instructions in the next few sections accurately and completely to ensure that your school does not lose money and that your students do not miss out on a great experience.**

Each payment voucher has an expiration date listed at the bottom. This is the date by which both schools and providers must confirm the voucher online. If Learning Partners has not received confirmation of scheduling before this date, the voucher will expire and the campus will lose these funds. If a voucher is allowed to expire, any associated money is removed from the school's campus allocation and is no longer available for use by the campus.

Site Coordinators Only

How to confirm your voucher:

1. Log onto www.bightought.org/LearningPartners
2. Click on **My Stuff**
3. Click on **My Vouchers**
4. Locate the voucher you wish to confirm and click **Confirm**
5. Click on **Confirm Booking**
6. Review all of the selected information for accuracy and make changes as needed
7. Click on **Submit Confirmation** when you are finished

Confirm Voucher Status

Your Site Coordinator Team can view the status of all your school's vouchers at any time.

Visit www.bightought.org/LearningPartners, log-in, click the **My Stuff** tab from the main page and select **My Vouchers**. You can search by provider, status, grade and allocation. You can also sort by any column heading.

Status options:

- **Pending** – the voucher has not been approved by Big Thought/LearningsPartner staff and cannot be used
- **Validated** – the voucher has been approved and the accuracy has been checked by Big Thought staff
- **School Confirmed** – the Site Coordinator Team has confirmed the voucher online
- **Booked** – both the Site Coordinator Team and the program provider have confirmed the voucher online (the voucher is safe from expiration)
- **Attended** – program has occurred and provider has invoiced
- **Provider Cancelled** – the voucher is voided and it is no longer valid
- **School Cancelled** – the voucher is voided and it is no longer valid
- **Expired** – the voucher has been voided and cannot be used to book a program. Contact Big Thought Staff at LearningPartners@bightought.org AND contact the partner organization to verify their cancellation policy.