

I Have a Voucher, What Do I Do Now?

1. The teacher listed on the voucher must contact the program provider. Contact information for the program provider is listed on the voucher and in the online catalog at www.bigthought.org/LearningPartners.
2. Negotiate the final date and time for the selected field trip or on-campus program.
3. Once a date has been finalized, the provider will request the five digit voucher number (example: P2034) and four digit approval code (example: G8E2). Both of these can be found on the voucher sheet given to you by your LP Rep.
4. After speaking with the provider, fill out the “verify scheduling” portion of the voucher and return it to the school Site Coordinator Team within a week of obtaining the voucher.
5. Let your entire grade level know the scheduled date for the selected program.
6. Record the program date, as well as any reminders to collect student monies and send out permission slips in lesson plans.
7. Fill out any Dallas ISD field trip and bus requisition paperwork required by your division leadership.
8. Please refer to page 9 for specific transportation instructions and obtaining a purchase order for Learning Partners funded buses.
9. After the Teacher has scheduled the program with the provider and has completed the “verify scheduling” portion of the voucher, collect the Learning Partners voucher from him or her.
10. Confirm the vouchers online prior to the expiration date listed at the bottom of each voucher.
11. Create your own calendar with the final dates and times of your school’s Learning Partners programs.
12. Share this calendar with your Principal, team leads and bus scheduler.

When scheduling your programs, remember to take into account test dates, snow days, early release days and other conflicts. Also, check bus availability, as availability often changes due to early release days and exam days.

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Sample Learning Partners including Learning Partners Payment Voucher

Expires if not scheduled and confirmed by: 11/30

Funding Source
Will be either Dallas ISD Fine Arts or Dallas ISD Science & Social Studies

Amount Approved
This is the total amount of funds approved for your school's program and transportation.

Voucher Number
This is a unique, five-digit alphanumeric code that is issued for each approved program. Voucher numbers are used by the school, the provider, and Big Thought/Learning Partners staff to coordinate scheduling and funding.
The approval code serves as a security measure to ensure that only a school representative can book an experience with an arts or cultural provider. Your provider will ask you for this code when you book with them.

School: Cesar Chavez Learning Center
Lead Teacher:

Provider: Audubon Texas - Trinity River Audubon Center
Grades:

Program(s): Self-Guided Field Experience

	Amount Approved	Voucher#	Approval Code
Programming:	\$378.00	M3027	32Y8
Transportation:	\$480.00	M3027	4QTR

Notes: 10-28jb This fee is admission for 108 students and 2 buses for 6 hrs each.

To Schedule:

- Contact Program Provider:**
Programs must be scheduled at least one week in advance and are subject to availability. We require a signed liability release form for all those participating in programs at Trinity River Audubon Center. Due to instructor preparation and material production expense, programs are invoiced according to reservation numbers. Please notify us at least five business days in advance of any changes in number of students attending; otherwise, the program will be billed according to original reservation numbers. Please dress appropriately. We recommend close-toed shoes, long pants, insect repellent, and sunscreen when appropriate.
When making reservations, give organization complete voucher number, including approval code.
Notes:

- Make bus request for field trips - see your Site Coordinator for special procedures if AP is paying.**
- Verify Scheduling:**

	ArtsPartners Pays	School Pays (if any)	Total Cost
<input type="checkbox"/> Final amounts for programming:			
<input type="checkbox"/> Dates/Times/Location of Program:	_____		

Could not schedule due to:

Program not available Transportation not available Cost miscalculation Other: _____
- Please return completed form to your site coordinator. The deadline for your site coordinator to confirm the voucher online is 11/30**

We want to hear about your experience!

Don't forget to fill out the survey at www.surveymonkey.com/r/2016-17LearningPartners