

Inside Education Society of Alberta Field Program Busing Subsidy Policy

Updated May 2020

Inside Education does its best to make our field programs accessible to all schools. If required, a busing subsidy is available for most Inside Education field programs:

SUBSIDIES AVAILABLE

Cooking Lake Forest Field Program

\$100/school/day

Des Crossley Demonstration Forest

\$100/school/day

Evergreen Centre for Resource Excellence and Innovation

\$100/school/half-day *from within Grande Prairie*

\$150/school/half-day *from surrounding area*

Huestis Demonstration Forest

\$100/school/day *within Whitecourt*

\$150/school/day *from surrounding area*

School Lake & Dilberry Lake Environment Days

\$100/school/day

Wood Buffalo Forest Education Program

\$100/school/day

CONDITIONS

- The school is responsible for booking bus transportation, as per normal procedures in their local school district, and providing the school or school district a copy of this policy.
- The class must attend for the full duration of the field program, participate in associated activities and complete any required follow up materials (surveys, etc).
- Payment for the subsidy will be made by Inside Education upon receiving an **invoice** from the school or school district only, within 90 days of the program completion. Due to the nature of charitable program operations and reporting requirements, subsidies are NOT available after the deadline -- no exceptions.
- The school invoice must reference: the school name, number of classes and the amount of subsidy requested,, as well as the name and date(s) of the field program.
- **IMPORTANT:** You must attach a copy of the actual busing invoice along with this invoice; Inside Education will not reimburse above actual busing costs.

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e.g. Bus transportation for **SCHOOL NAME**;
Des Crossley Field Study Program, April 8 & 9, 2021
Class 6 A/Class 6B April 8 -\$100
Class 4 A April 9 -\$100
TOTAL \$200

Please send invoice to Inside Education's Edmonton office:

**Inside Education Society of Alberta
11428 100 Avenue
Edmonton, Alberta T5K 0J4**

Further inquiries can be made to:

Accounting-related: Jill Swingler, *Operations Manager*
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Program-related: Kathryn Wagner, *Program Director*
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