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## **Bosque del Apache National Wildlife Refuge**

### **Educational Visit/Fee Waiver/Bus Scholarship Request Form**

Please make your requests at least three (3) weeks in advance.

#### Self-led Field Trips

Advance reservations are requested for all educational groups visiting Bosque del Apache National Wildlife Refuge. Reservations allow staff to arrange logistics and avoid conflicts with other groups and resource management. Group leaders must fill out the “Educational Visit Request” section.

Advance reservations are required for all educational groups seeking to visit Bosque del Apache National Wildlife Refuge without paying a fee. A fee waiver may be issued for educational groups. School group leaders must fill out the “Fee Waiver Application” section to explain what they hope to learn from their visit and how it fits into their curriculum objectives.

The Friends of Bosque del Apache National Wildlife Refuge may offer a bus scholarship to defray some of the travel costs to visit the refuge, depending on the availability of funds and the compatibility of the visit with the Friends mission. If you are seeking reimbursement for your field trip to the refuge, please also complete the “Bus Scholarship Application” section.

Tour guides and ranger-led programs are not available at this time.

Please return completed forms to [BosqueDelApacheNWR@fws.gov](mailto:BosqueDelApacheNWR@fws.gov) or fax them to (575) 835 0314.

Please look for a follow-up response to confirm your request(s).

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**Educational Visit Request**

Requested Visit Date:

Contact Person name:

Phone:

Email:

School Address:

Grade level/age attending:

Number of students/attendees:

Number of Adults:

Have you brought school groups to Bosque del Apache before?

If yes, what school?

Grade?

What type of transportation will you be using to get to and around Bosque del Apache?

School Bus – how many?

Charter Bus – how many?

Other (please explain)

What is the anticipated schedule of events during your visit? (Include approximate arrival and departure times, and locations for activities; do you plan to bring and eat your lunch on the refuge?)

**Fee Waiver Application**

(You may attach additional documents, if necessary)

Please explain the educational purpose of your field trip to Bosque del Apache. In other words, what do you want your students to learn from this trip?

How does your visit to Bosque del Apache fit in with your curriculum? What activities prior to your trip do you have planned to prepare your students for their visit? What activities do you have planned to follow up your visit?

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**Bus Scholarship Application**

*Scholarships are based on the miles traveled at \$0.50/mile, and driver costs at \$8.00/hour for the time to travel (at 55mph) plus a 4-hour allotment for time on site. For schools outside of Socorro County, the scholarship will be 75% of this calculation per bus, with a maximum of \$250 per school per field trip.*

*For example, 1 bus coming from Los Alamos would travel 384 miles and spend 11 hours traveling and on site. Their scholarship calculation would be:*

$75\%[(\$0.50/\text{mile} \times \# \text{ miles})+(\$8.00/\text{hour} \times \# \text{ hours traveling and on site})]$

$0.75[(0.50 \times 384)+(8 \times 11)]=210$

*If they brought 2 buses, they would only receive the maximum scholarship of \$250.*

Reimbursement Amount Requested:

Scholarship checks will be made out to the school and mailed to the school address after the trip unless other arrangements are requested (checks cannot be made to an individual).

Special Requests:

**For office use only**

Visit date:

Fee waiver issued: YES NO Date sent:

Bus Scholarship Request forwarded to Friends: YES NO Date Sent:

Friends Contact:

Ranger required for:

Other Notes: