



Act One Field Trips – Frequently Asked Questions

Q: Does my school qualify to participate in the Act One Field Trips?

A: At Act One, our goal is to serve students whose families and schools are unlikely to have the means to bring them on educational arts field trips. Act One works with schools that serve a high percentage of students from households that qualify for free or reduced lunch and are part of the Federal Title 1 Schoolwide program. You can see whether your school participates in the Title 1 Schoolwide program and determine the percentage of students receiving free and reduced lunch by visiting <http://nces.ed.gov/ccd/schoolsearch/index.asp>. Schools that do not have data in this database aren't automatically disqualified from eligibility for Act One Field Trips. If you have questions about your school's Title 1 status, please talk to us.

Q: What kinds of field trips does Act One offer?

A: Act One works with some of the best professional performing arts groups and museums in Arizona. Groups include Arizona Theatre Company, Ballet Arizona, Childsplay, The Phoenix Symphony, Arizona Opera, the Tucson Botanical Gardens, the Tucson Museum of Art and the Tucson Symphony Orchestra, to name a few. They are known for presenting high-quality arts experiences and are experts in their art forms. They also have experience in educating children about the arts and aim to provide an engaging, inspiring experience for students.

Q: How does an Act One Field Trip work?

A: Act One will work with you to make your field trip a success. Act One works with the arts organizations to reserve seats at the show (or guarantees a certain number of participants at a museum), pays the cost of admission for your students and chaperones (generally \$3-\$10 per participant), sends classroom materials that tie in with the field trip to the primary school employee coordinating the trip, reimburses your school district for the cost of the buses (or coordinates busing if your district does not have buses), invoices you or your school for the \$1 per participant partnership fee, and sends reminders about your field trip. Field trips are booked on a first-come, first-served basis based on the number of seats available. A class can book one field trip per year, although a school can book other students/grades from the same school.

Q: What do I need to do to participate in an Act One Field Trip?

A: The first step is for you to review the list of Act One Field Trip opportunities (available starting July 21, 2017); determine which field trips work with your class, school and district schedule; choose three field trips you'd like to bring your students on; and fill out the Field Trip Request Form on the Act One website at www.act1az.org/field-trips (available starting August 7, 2017, at 8 a.m.).

Our field trip coordinator will get back to you within 14 days about the status of your field trip. While field trips do fill up and sell out, we will do our best to help you find a field trip that will work for your students. Once you're signed up for a field trip, we will send you an agreement outlining additional field trip guidelines. This agreement will need to be signed within two weeks of it being sent to you or you may forfeit your field trip. If your school has gone on an Act One Field Trip previously, we may already have an agreement on file for your school.

Q: Who at my school needs to approve my field trip?

A: We've found that every school district (and sometimes every school) has different rules about field trips. We ask that you let your principal know about your field trip and ensure that this date/time works with the school calendar for you to be off campus. Plan ahead and have your permission slips, bus request and any other necessary items taken care of as early as possible so there are no last-minute surprises.

Q: How do I book buses for my field trip?

A: Act One reimburses school districts for the cost of the buses to bring students on the Act One Field Trip. Every school district has different guidelines for booking school buses, and we recommend you check with your principal, someone in your school's front office or the district for their procedures. We find that some schools need a Purchase Order or several weeks' notice to book buses, while others are more flexible. We plan field trips based on typical school schedules so we don't interfere with morning pickup and afternoon drop-off times. Act One Field Trips don't usually take more than four hours from the time the bus leaves its starting point.

Q: What if my school is unable to provide transportation?

A: Act One will coordinate and pay for charter transportation for your group to attend the field trip. If your school has a specific charter company that you enjoy working with, please let us know and we will try our best to book through your preferred company. Bus details will be provided to you once Act One has confirmed the transportation booking.

Q: How do I know what time the buses should arrive to get us to the field trip venue on time?

A: Act One will provide you all the information you need to ensure that your students are on the bus and to their destination at the time the venue requests you arrive.

Q: How much will the Act One Field Trip cost my school?

A: Act One is a non-profit organization and, thanks to the generosity of donors who believe in the importance of the arts for children and youth, is able to provide educational arts field trips at almost no cost to Title 1 schools. The cost to schools is a \$1 per participant partnership fee. Act One covers the cost of admission (generally \$3 to \$10 per participant) as well as the cost of buses (\$200-\$400 per bus). We will invoice you \$1 per student based on the number of participants you provide in your final confirmation. Invoices must be paid within one month of your field trip date.

Q: Why are we invoiced for students who are absent/did not attend?

A: Your invoice reflects the final attendance count given to Act One. Once you have submitted your final numbers, those seats are reserved for your group and cannot be transferred to another school or other students because we are holding them for your students. It would be awkward if we had more students arrive for a show than there are seats available in the theater! Because your seats are being held specifically for the number of students you confirm, your school is responsible for paying the \$1 per participant fee for each seat reserved even if those students don't attend.

Q: What if I don't know exactly how many students and chaperones will be coming on the field trip?

A: Because we have a limited and set inventory for a field trip based on the size of the theater, we do everything we can to fill every seat (we pay the arts organization for each seat, even if it's not occupied!). We ask that you provide us with the most accurate number based on the number of students in your classroom and a likely number of chaperones. There's nothing worse than holding seats for 100 and only have 70 attend last minute. This denies another class the right to come and causes Act One to pay for empty seats.

Q: What if I need to make changes to my final attendance number?

A: Three weeks prior to your field trip date, you will be asked to submit final numbers to Act One. You will be invoiced based on these final numbers and we ask that you do not make drastic changes to the final attendance count. If you need to increase your attendance numbers after submitting the final count, please contact us to see if we can accommodate your request. If your numbers are adjusted, you will receive an invoice with the updated total.

Q: What if I need to cancel my field trip?

A: If you must cancel your field trip, it is crucial that you do so several weeks in advance and that you let Act One know as soon as possible so that we can open those seats up to another group. Often, we have to turn groups away because a field trip is full, and if you cancel at the last minute we are unable to fill those seats. That means you're depriving your students of the experience and taking away the opportunity from other students. The show must go on ... Act One pays anywhere from \$3 to \$10 per seat whether a student is sitting in it or not.

Q: Is there a waiting list for field trips that are full?

A: We will do our best to accommodate your group with one of your field trip choices. In the event that all the field trips you are interested in are full and there are no other field trips you would like to participate in, we will add your group to a waiting list should another group cancel. Please let us know if you especially want to participate in a particular field trip so we can add you to the waiting list.

Q: What if I need to contact Act One?

A: We understand that you are educators and are in the classroom most of the day. Email is the best way to contact us so we're not playing an ongoing round of phone tag. Our email address is fieldtrips@act1az.org. Just outline your questions or concerns and we'll do what we can to get them answered.