



Title I Field Trip FAQs

Payment

How much will the Act One field trip cost my school?

The school is responsible for a \$1 per person participation fee, which includes all students and adults (teachers + chaperones) attending the field trip. Act One covers the cost of admission as well as the cost of busing.

When will I receive my invoice?

Act One will ask for your final headcount 3 weeks before your field trip date. After we receive your attendance numbers, you will be emailed a copy of your invoice. If you need a quote or invoice sooner, let us know.

When is payment due?

Act One does not require payment to be made before the field trip date. Invoices need to be paid within one month of your field trip date unless prior arrangements have been made with Act One.

Who do I pay?

Payment is due to Act One directly. Please ensure that payments and purchase orders are made out to Act One and not the venue you are visiting. Do not pay the venue or bring cash with you on the day of the trip as we cannot guarantee Act One staff will be onsite.

What forms of payment does Act One accept?

Act One accepts credit/debit cards, purchase orders, money orders, checks and cash. Cash payments need to be made in person at our Phoenix office. All checks need to be sent to the address below. Card payments need to be arranged with Anne Osborne: aosborne@act1az.org

Act One
910 E Osborn Road, Suite B1
Phoenix, AZ 85014

Do you accept purchase orders?

Act One accepts purchase orders. Purchase orders can be sent via mail, fax, or email.

What if we need to change our final headcount?

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

**Due to COVID-19 we will be flexible about last minute changes and encourage sick participants to stay home. We will not charge a school for last minute cancellations related to COVID-19 concerns.*

Transportation

How do I book buses for my field trip?

Every school district has different guidelines for booking school buses, and we recommend checking with your school for their procedures. Act One does not book district school buses, and it is your responsibility to ensure your transportation is secure.

How early should I book transportation with my school district?

Act One recommends booking district transportation as early as possible to ensure your group's spot. Many of the school districts we work with have limited availability on busing availability that fills up quickly.

What if my school is unable to provide transportation/does not provide busing?

Act One will book and pay for charter transportation for your group to attend the field trip. Act One cannot guarantee that charter busing will be available, so it is imperative that you let us know as early as possible if you need a bus chartered for your group.

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.

Who pays for the busing?

Act One provides reimbursement for the cost of transportation to/from the field trip. To reimburse for the busing, the school/district will need to send Act One an invoice detailing the busing costs.

What time should we arrive? Where should we park?

Details for your field trip including recommended arrival time will be provided on your individual field trip's page.

Day of Field Trip Tips

Be prepared.

Appoint a lead teacher to be in charge on the day of the field trip. Make sure you know how many students and chaperones are attending from your school and be ready to give this information to the venue when you arrive.

Set expectations with students.

Go over appropriate behavior with your students before the field trip. Act One has several great resources on how to prepare your classroom for the trip.

Set expectations with chaperones.

Make sure chaperones know what is expected of them during the field trip.

Follow the rules and guidelines of the venue.

Requirements

What are the requirements to qualify for an Act One field trip?

To qualify for the Act One field trip program, your school must meet these requirements:

- **Title 1** – Schools must be designated as a school-wide Title 1 with at least 40% of the student population on free or reduced lunch.
- **Public Arizona School** – Schools must be located in Arizona within busing distance (75 miles) of the field trip location. Act One works with public and charter schools in Maricopa, Pima and Pinal counties.
- **Students** – Students must be in grades K-12.

How do I find out my school's Title 1 percentage?

Act One tracks Title 1 data through several reliable sources, including the **National Center for Education Statistics**, Arizona Department of Education and **Read On Arizona** (for elementary schools only). To qualify for the Act One field trip program, a school must be designated as school-wide Title 1 with at least 40% of the student population on free or reduced lunch. If your school's data isn't available on of these sites, or you believe the data is incorrect, please contact Act One.

*Please note that the formula Act One uses to calculate the NCES Title 1 percentage is:
(FREE LUNCH ELIGIBLE + REDUCED-PRICE LUNCH ELIGIBLE) / TOTAL STUDENTS x 100 = Title 1 %

Can schools book multiple field trips with Act One?

Schools can book multiple field trips with Act One; however, we do ask that a student only attends one Act One field trip per year.

How it works

What types of field trips do you offer?

Act One offers a wide array of field trips to the arts in both the Phoenix and Tucson regions by working with some of the best professional performing arts groups and museums in Arizona. Groups include Arizona Theatre Company, Ballet Arizona, Rogue Theatre Company, and Arizona Opera 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.

How do I request a field trip?

If your class meets the above criteria, you can request a field trip by going to our calendar **here**.

Use the handy filter feature to select your desired location, grades level, and what type of experience you are looking for!

When you find a good fit, select the REQUEST A FIELD TRIP button below the field trip description.

This will take you to a form to give us your school information and let us know how many students you'd like to bring!

After you submit the form, it will be sent off to the team at Act One! Since space is limited and we have so many amazing opportunities, we recommend requesting 3 experiences. That helps us place your class for a great trip!

If we are unable to accommodate any of your requests, we will contact you for more date possibilities for your group.

Once your choice is confirmed we will work with you to reserve transportation, get a school agreement on file, and provide you with educational materials to accommodate your trip!

Who at my school needs to approve my field trip?

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.

What if I need to cancel my field trip?

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.

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

We will do our best to accommodate your group with one of your field trip choices. If 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.

How do I contact Act One about the field trip program?

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.