

November 12, 2008

Dear BTW Teacher,

This is to inform you of some important changes to the bussing procedures instituted by the Alice Ferguson Foundation's *Bridging the Watershed* (BTW) program. It will now be your responsibility to make all bus reservations as BTW can no longer book the busses for you. Should your school require reimbursement, Alice Ferguson Foundation (AFF) will be happy to do so. To avoid complications, you should not book your bus until you have received a field study confirmation sheet indicating the final dates of the trip.

Reimbursement, in most cases, will occur upon completion of field trips, but schools may request payment prior to the trip if budget constraints would otherwise prevent field trip approval. All participating teachers should submit a letter from their school administrator stating the need for bussing and a completed reimbursement form to the Alice Ferguson Foundation's *Bridging the Watershed* program via fax, e-mail, or postal mail for proper reimbursement. A sample reimbursement form, as well as instructions for completing the reimbursement form, have been attached for your use. Please direct any questions about reimbursement procedures to Rhonda Scott via email at Rhondascott@fergusonfoundation.org, or by phone at 301 292-8757.

Sincerely,

Jeanne Troy
Bridging the Watershed Program Director