

# Funding Field Trips!

Teachers, you can take your class on that field trip, even if you have no budget for transportation or entrance fees. Here is a step-by-step guide for making it happen.

1. Contact the facility you have chosen and make sure you know all charges, hours of operation and time required for the presentation.
2. Contact your district transportation office. They may have a set charge for your chosen destination. If not, they will research and give you a cost of transportation.
3. Take the information you have gathered to your school or district business manager and get it approved. They will also give you the information to pass to your donors so that their donation is earmarked for your field trip
4. Contact parents, local civic groups, PTA officers or anyone who may be willing to pay their state taxes early and give them the information you have learned from your business manager. You may also provide them with the form they will need - found here.

<http://www.azdor.gov/LinkClick.aspx?fileticket=GwxF-qF5rMY%3d&tabid=252&mid=870>

5. This is a **tax credit** (not an income adjustment) which means your donors will be able to reduce their Arizona income tax by the amount they donate to your trip up to \$200 per person or \$400 for joint filers.
6. Transportation departments in almost every district will try to use the busses and drivers who cover their daily student pick-up and drop-off routes. This means the bus will not be available before 9:00 a.m. and in most cases must be returned to the bus yard by 1:30 p.m. Consider loading and unloading time, driving time, and the duration of the actual event. Decide if that can happen in a time- frame of four and a half hours. If your trip requires availability of the bus for longer than that, you will need to make arrangements with your business office for an off-duty bus and driver.

We have few opportunities to determine how our tax dollars are spent. ARS 43-1089.01 is a gift from our state government allowing us to support our students. Let 's use this advantage to give Arizona youth a wide range of experiences.



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