



The Botanic Garden of Smith College
16 College Lane, Northampton, MA 01063
413-585-2742

SCHOOL BUS SUBSIDY INSTRUCTIONS

The Botanic Garden is happy to be able to offer bus subsidies to defray your school group's bus transportation costs. Funding is being provided by donations to The Friends of the Botanic Garden. Bus subsidies are available to any school for up to **\$150** per visit. Subsidies must be requested when making tour reservations for your group; if you do not let us know that you need one, we cannot guarantee the subsidy. Subsidies are granted on a first come, first served basis, so we encourage teachers to schedule their visits as early as possible, but at least four weeks in advance.

Below is a step-by-step explanation of what we need to reserve and process your bus subsidy. Remember, subsidies are available to any school for up to \$150 per visit. Please read the instructions carefully, then fill out this form and send it along with the other necessary paperwork to:

The Botanic Garden of Smith College
Education Dept: Bus Subsidy
16 College Lane
Northampton, MA 01063

Please familiarize yourself with the process below, or pass this information along to the person who handles business and accounts-related administration at your school. This is of the utmost importance, and we greatly appreciate your assistance. If you have any questions, call (413) 585-2742.

STEP 1 –Check over your Confirmation Form!

Once you have booked your tour you will receive a confirmation form. If your confirmation form does not indicate that we plan to offer you a bus subsidy, and you need one, contact garden@smith.edu or (413) 585-2742 immediately. Likewise, if we have you down for a subsidy that you do not need for whatever reason, please let us know so that we can make those funds available to other needy schools.

STEP 2 –The Paperwork to send to us!

We can only reimburse schools or pay bus companies AFTER your group has visited the Botanic Garden. It is imperative that you collect the materials noted below and send them to: The Botanic Garden of Smith College-Bus Subsidy, Lyman Plant House, Northampton, MA 01063. We need to receive your paperwork within four weeks after your visit date, otherwise, we cannot guarantee that we will be able to process your subsidy.

- **Bus Subsidy Form:** Fill out and return the bus subsidy form (on the next page)
- **Tax ID:** If the Botanic Garden is to send the subsidy to your school or a school organization, such as a PTO, please obtain a copy of your school's certificate of exemption or have an authorized person fill out a W-9 form. The W-9 form is available online at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. If you would like us to pay the bus company directly, the bus company must submit a W-9 form.
- **Invoice:** We must have an official invoice showing the date and cost of your school visit, with the name of your school on the invoice. Without this proof of transportation costs, we have NO WAY to process your subsidy. Most bus companies will send an invoice to us directly if you request it and give them the address noted above.

NOTE –If the bus company you are using requires advance payment, your school or PTO should pay the bus company and we will reimburse you.



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BUS SUBSIDY FORM

Teacher Name: _____ Email Address: _____

School Name: _____

School Address: _____

School Phone Number: _____ Date and time of visit: _____

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Bus Company: _____

Institution / Individual (Payee) to be reimbursed: _____

Payee's Address: _____

Payee's Tax ID: _____

Certificate of Exemption / W-9 form attached: Yes No

If we are reimbursing a school or school organization such as a PTO, do not forget to include a "certificate of exemption" or have an authorized person complete the enclosed W-9 form

Return this form to:

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