Documentation of official recognition as an educational institution must be on file in the Fee Office or accompany this fee waiver application or we cannot process your request. Schools are encouraged to send their documentation of official recognition prior to application in order to expedite the fee waiver request process.

School groups or outings conducted for educational purposes by schools or other bona fide educational institutions qualify for a waiver of recreation fees if the following **TWO** criteria are met.

1. **Documentation Required:**

   A waiver applicant is required to provide documentation of their official recognition as an educational institution by a Federal, State or local government entity.

   It is insufficient for applicants to state that they have this recognition or imply it in their letter or literature.

   Examples of acceptable documentation include, but are not limited to:

   a. Public Schools: Letter from the school's County Office of Education attesting to the school's education status and legitimacy including school name, address, phone number and CDS Code (California schools). One-time letter will be filed in a permanent file.

   b. Accredited Schools (including Home Schools): Certificate of Accreditation from an official accrediting body or County Office of Education. Valid through the expiration date of the certificate.

   c. Private Schools or Scientific Institutions: Letter from the Internal Revenue Service or similar State tax authority, granting an educational tax exemption (i.e. IRS Determination Letter). Valid through the expiration date of the letter.

   d. Non-school groups/organizations who are officially recognized by a school or scientific institution for the purpose of providing educational credit hours based on a specific course of instruction: Official letter from the school or scientific institution attesting to the official recognition or affiliation. Letter must be renewed annually.

2. **Statement of Visit Purpose:**

   The applicant is required to provide a statement as to the purpose of the proposed visit.

   A general statement to the effect that the visit is for "educational purposes" is insufficient by itself. An explanation of WHAT the educational purpose entails and HOW it relates to park resources is required.

If you have any questions regarding the documentation requirements, please contact Emi Buck, Revenue and Fee Business Coordinator, at 530-595-4444 x5132

United States Department of the Interior

NATIONAL PARK SERVICE
Lassen Volcanic National Park
Post Office Box 100
Mineral, California 96063-0100

IN REPLY REFER TO:

Rev. 3/03

ENTRANCE FEE WAIVER APPLICATION

Please complete this form and return with appropriate documentation AT LEAST TWO WEEKS PRIOR to your desired dates to: Lassen Volcanic National Park, Fee Office, P.O. Box 100, Mineral, CA 96063-0100 or FAX attn: Fees 530-595-3408

Name of School: _____

Address: _____

_____

County **School District** **Telephone** **FAX #**

Person in charge of group: _____

Number in Group: _____ **Number of cars or buses:** _____

Date (s) Desired: _____ **through** _____

Purpose of visit: _____

List trails you will be on: _____

JUSTIFICATION:

_____ Bona fide educational institution conducting trip for purpose of studying resources related to the park. **Must provide documentation of official recognition as an educational institution** (see next page) **and a copy of your learning objectives.** If you have scheduled a ranger-led program, please supply Ranger's name: _____

_____ Bona fide research group studying resources related to the park. Must provide documentation of official sponsoring study institutions.

** **YOU MUST HAVE A COPY OF THIS WAIVER IN EVERY VEHICLE OR YOU MAY BE CHARGED THE ENTRANCE FEE.** It must be shown at the park entrance station upon arrival. (This form must be signed by NPS to be valid).

FEE WAIVER APPROVED _____ **NOT APPROVED** _____

Signature _____ **Date** _____

Fee Office: 530-595-4444 x5132

GROUPS ARE LIMITED TO 20 PEOPLE EACH SPACED AT LEAST 1/2 MILE APART AT ALL TIMES ON ALL PARK TRAILS. GROUPS MAY NOT CONGREGATE ON ANY TRAILS.