

## MONTEZUMA CASTLE AND TUZIGOOT NATIONAL MONUMENTS

### Instructions for an Educational Fee Waiver

For an uncomplicated application process, please submit the following four items at least 2 weeks in advance:

1. Provide the course number, description and/or a copy of the course description from your school catalog or an outline of student work required for K-12.
2. Provide a copy of the course curriculum or lesson plan (only the portion that describes your studies in the Monuments; no travel itinerary)
3. Documentation of your official recognition as an educational institution.
4. Completed application form.

### National Park Service Regulations

These guidelines are to be followed in granting an educational fee waiver. Bona fide educational or scientific institutions may qualify if the following conditions are met.

1. **Current official documentation of recognition as an educational institution by a Federal, State or local government entity.** Generally, the government body is the one that is responsible for education or accreditation activities. You may also provide **current official documentation attesting to an educational tax exemption by the State tax authority or the Internal Revenue Service.** It is insufficient to state or imply your accreditation on official letterhead.
2. There must be a direct relationship between the visit purpose and the use of the Monuments. A general statement to the effect that the visit is for “educational purposes” is insufficient. **An explanation of your educational objectives and how they relate directly to resources located within the Monuments is required.** (Course outlines, lesson plans, or a curriculum copy meet this requirement.)
3. The applicant is **providing educational credit hours based on a specific course of instruction.** (Catalog description with course number and credits or an outline of student work meets this requirement.)

### APPLICATIONS MUST BE RECEIVED AT LEAST 2 WEEKS AHEAD OF THE VISIT.

If the application is approved, the group’s official will receive a copy of the application with an approval signature. Please present the approved application at the visitor center front desk(s) upon your arrival.

Mail or fax your application (if visiting **both monuments, submit two** applications):

Montezuma Castle  
Attn: Ron Sams  
P.O. Box 219  
Camp Verde, AZ 86322  
FAX: 928-567-6602

Tuzigoot  
Attn: Vincent Littlewhiteman  
P.O. Box 219  
Camp Verde, AZ 86322  
FAX: 928-639-0552

## **PARK RECOMMENDATIONS**

The mission of the National Park Service is two-fold: to protect park resources and to provide for an enjoyable and educational experience for all visitors. Please remember that natural and cultural resources are fully protected by law. Nothing can be removed from the monuments.

Please **stay on trails**. The ecology, landscape, and archeological sites of the monuments are extremely fragile.

Successful elementary school groups often bring an average of **one adult for every five children** so that proper supervision is available. One chaperone for twelve high school students is recommended.

If staffing permits a Ranger will present a brief orientation to the site upon request.