

REQUESTING AN EDUCATIONAL ENTRANCE FEE WAIVER FOR VALLEY FORGE NATIONAL HISTORICAL PARK

If your group is an educational institution recognized by a federal, state or local government and is visiting Valley Forge National Historical Park to satisfy curriculum requirements, you may be eligible to receive a waiver of entrance fees into the park. (Currently the park charges \$3.00 per adult over 17 for entrance into Washington's Headquarters.) To obtain a waiver of entrance fees, federal regulations require that you submit a letter on **official school or district letterhead**.

Home School Groups. We in the National Park realize that there are many families that home school their children. Most states recognize Home School Groups as educational institutions. As such, we will accept a Fee Waiver Request Letter from home schoolers. We understand that you may not have official letterhead. Therefore, just put the name of your home school group (ex. Whomever Home School) at the top of the letter (where a school letterhead would be) with your address following. Then complete the fee waiver request as indicated below.

YOU MAY EITHER MAIL THIS REQUEST TO THE PARK OR BRING IT WITH YOU AND GIVE IT TO THE FEE COLLECTOR AT THE FEE BOOTH NEAR WASHINGTON'S HEADQUARTERS. The letter must contain the following information:

1. Address letter to the Park Fee Coordinator
2. Include the date of your visit to Valley Forge National Historical Park.
3. State the purpose of the visit. Purpose must relate to educational, not recreational reasons. Please be specific.
4. Grade level
5. Number of children and adults with the group
6. Number of buses
7. Number of vans and/or cars (POVs)
8. Name, phone number and address of contact person. Title of contact person
9. Name of school principal
10. Name and phone number of commercial tour company transporting group, if applicable

Upon arriving at Washington's Headquarters area go to the fee booth. If you have mailed in your fee waiver letter, your letter will be on file at the fee booth. If so, please tell this to the fee collector there and tell them the name of your school. The group may then be admitted for free. If you brought your letter with you, present it to the fee collector at the booth. In order to ensure your group receives free admission and is exempt from the recreation fees, all of the above information must be included in the letter. Groups that do not qualify for free admission will be

charged \$3.00 per adult, ages 17 and above, to enter Washington's Headquarters. Answers to additional questions regarding a waiver of entrance fees for school groups may be obtained by calling (610) 783-1064, 10:00 am to 4:00 pm Monday through Friday.

Fee Waiver Letter Example:

YOUR SCHOOL LETTERHEAD

Either mail this request to the park or bring it with you and give it to the fee collector at the fee booth near Washington's Headquarters. Fee Waiver Request must be on original School Letterhead, NO PHOTOCOPIES PLEASE.

Fee Coordinator
Valley Forge National Historical Park
1400 North Outerline Drive
King of Prussia, PA 19406

Dear Fee Coordinator:

Joseph Plumb Martin Elementary School requests a waiver of the entrance fee to visit Valley Forge National Historical Park.

Date of Visit: Tuesday, April 19, 2000

Purpose of Visit: State the academic reason for visiting Valley Forge National Park. Reason must be specifically linked to curriculum requirements, (i.e. course title and learning objective number) in order to qualify for a fee waiver. Simply stating the visit is for educational purposes does not meet the requirements. Home schools should state the specific subject for which the visit meets their learning objectives (i.e. history, social studies, etc.).

Students/adults 17 or older: 12

Students 16 or under: 38

Number of Buses: 1

Number of Private Owned Vehicles: 2

School group: John Andrews, Teacher

leader:

Principal Ann Smith, Principal
School address and phone #: Joseph Plumb Martin Elementary School
 1234 Musket Road
 Washington, YZ 12345
 (123) 456-7890

Tour Company Wherever Tours
(if applicable): 4321 wherever Avenue
 Wherever, YZ 12345

Sincerely,

Teacher name and Signature
(Must be signed to be valid.)