Documentation of <u>official recognition</u> 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 <u>official recognition</u> as an educational institution by a <u>Federal</u>, <u>State or local</u> government entity.

It is <u>insufficient</u> 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. <u>Public Schools:</u> 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. <u>Accredited Schools (including Home Schools)</u>: Certificate of Accreditation from an official accrediting body or County Office of Education. Valid through the expiration date of the certificate.
- c. <u>Private Schools or Scientific Institutions:</u> 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 \underline{WHAT} the educational purpose entails and \underline{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

United States Department of the Interior

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

Rev. 3/03

IN REPLY REFER TO:

ENTRANCE FEE WAIVER APPLICATION

Please complete this form and return with appropriate documentation AT LEAST TWO WEEKS PRIOR to

your desired dates FAX attn: Fees	to: Lassen Volcanic National	Park, Fee Office, P.O. Box 100), Mineral, CA 96063-0100 or	
Name of School	:			
Address:				
County	School District	Telephone	FAX#	
Person in charg	ge of group:			
Number in Group:		Number of cars or buses:		
Date (s) Desired:		through		
Purpose of visit	••			
List trails you v	vill be on:			
JUSTIFICATION Bona fide Must prov copy of you	ON: educational institution conduction documentation of official	eting trip for purpose of studying recognition as an educational in u have scheduled a ranger-led pr	resources related to the park.	
Bona fide research group studying resources related to the park. Must provide documentation of official sponsoring study institutions.				
MAY BE C	CHARGED THE ENTRA	THIS WAIVER IN EVER ANCE FEE. It must be shoe signed by NPS to be valid	own at the park entrance	
FEE WAIVER APPROVED		NOT APPRO	NOT APPROVED	
Signature *		Date		

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.