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Thanks for your interest in RiverQuest Education programs. We are very happy that your school will join us on board this fall, through the kind support of scholarship funds made available by *The Heinz Endowments*.

What's next?

➢ WORKSHOPS

If you are new to RiverQuest, at least one of your teacher chaperones should attend the teacher workshop that corresponds with your program. If you are absolutely unable to attend, please contact us to make arrangements for a program "walk-through." Workshops qualify for 6 hours Act 48. To register, call 412-231-2712.

- **Environmental Science:** Friday, Sept. 9 – 9:00 – 3:30
- **Environment, Energy & Economy:** Wed. Sept. 7 – 9:30 – 3:30

➢ CAPTAIN'S CHEST

Please see enclosed information on your designated pick-up date and time for your Captain's Chest, if applicable. The Chest is returned to the boat on the day of your last scheduled trip.

➢ REIMBURSEMENT of BUS, SUBSTITUTE EXPENSE

We have enclosed a copy of your Application for Fee Reduction for reference. To have your bus and/or substitute costs reimbursed, gather and send copies of all the paid invoices or receipts to RiverQuest. Please send all items together, as multiple checks cannot be issued.

RiverQuest
School Programs
1501 Reedsdale Street, Suite 2001
Pittsburgh, PA 15233

You may also scan your paid invoices/receipts into PDF files and send them as email attachments in a single email message, to the following email address:

info@riverquest.org

RiverQuest will issue the reimbursement to either your *school* or your *district* as you specify**. Please note that RiverQuest cannot pay bus companies or substitute teachers directly; do not send unpaid invoices to RiverQuest as these cannot be reimbursed or processed.**

Once RiverQuest has received acceptable documentation of paid bus and/or substitute costs, a check will be issued within three weeks.