



Sponsored Admissions Additional Information

APPLICATION PROCESS

- Each teacher must apply for their classroom **OR** a department chair/principal can apply for their classes but will need to include each teacher's name and email on the application.
 - Communication is vital for this program, so **please remember to submit an email and phone number that you use regularly** (example: school email address and cell phone number or direct classroom extension).
- If you are able to create a reservation and receive an emailed estimated price/invoice – you are completing a **PAID** reservation, **NOT** applying for the sponsorship.
- Usually, you will not receive a confirmation that your application was submitted; instead, you will be redirected to the Teacher Resources webpage: <https://zooatlanta.org/learn/teachers/teacher-resources/>
- The application is usually posted during the local teachers' pre-planning weeks. This date is determined by a common occurrence of metro-Atlanta school districts.

AWARDING PROCESS

- The award will only cover admission into Zoo Atlanta/Zoo Atlanta Program Costs. The school is responsible for transportation costs and parking costs. You may visit our [Getting Here Webpage](#) that includes [Bus Parking Information](#).
- Award is determined on a first come-first-served basis for Georgia Title One Schools only, in addition to the percentage of students who receive free/reduced lunch and your school's field trip budget.
- We cannot award entire schools. It is common that some grade levels must travel together, so these applications should be submitted at the same time or have your department chair/principal apply for your group instead.
- Teachers will receive an email from education@zooatlanta.org that will include a response deadline, arrival date and time, number of adults, and number of students awarded.
 - We must receive a response before moving forward with scheduling your group. If we do not receive your response, we will assume you are denying the sponsorship and will assign funding to the next candidate.
 - We are not able to provide updates for individual applications. We can only follow the award process and requirements determined by our donors. (Please see above.)
- If you are awarded later in the school year, we can provide options for your attendance date so schools can schedule transportation according to their district requirements.
- Award will be given until funding runs out. When all funding has been awarded, we will remove the application link from our website.
- There is no set amount of time for when you will hear back regarding your award status. Funding must be awarded between August 1 and May 31 of each school year.
 - General Timeline: Application Opens = Mid-July | Award Year = August – May | Survey Closes = June 30
- If you need to update your application (change student numbers, update contact information, etc.) you are welcome to email these changes to education@zooatlanta.org. We want every teacher to have the opportunity for their application to be considered.

ARRIVING PROCESS

- Each group will follow normal arrival procedures for the program you were awarded.
- Each field trip will receive an email before their arrival that includes additional instructions and pre-field trip information.

AFTER VISIT PROCESS

- Each teacher awarded must complete a post-program survey to be considered for the award the following school year.
 - This will be emailed after your visit.
 - The deadline to submit your survey is set as June 30 at the end of the award/school year.

Please contact education@zooatlanta.org or 404.624.5822 with any additional questions or clarifications.