

## School Community Trip Voucher Instructions

Book a free school community trip to the New York Botanical Garden in the Bronx. Support your Urban Advantage families in having a shared experience outdoors and making connections to nature.

Look through our tips below. Ask a question or book a trip by calling our Urban Advantage Coordinator at 718.817.8793.

## How to Book a School Community Trip – Call 718.817.8793

### Before You Call

Have the following information ready:

- Your UA School Community Trip Voucher number
- List of multiple preferred dates in case your first date is full
- Number of visitors in your group (up to 80)
- Whether you would like to arrive by bus or public transportation

Please register your trip with the Garden before requesting a bus through Urban Advantage.

### Pre-Planning

Use our online resources to help plan your trip. Your School Community Trip voucher includes access to the Enid A. Haupt Conservatory and Tram Tour, plus Garden features including the Everett Children's Adventure Garden and outdoor collections. Explore these areas of the Garden using our [interactive map](#). Find activity ideas in our Teacher Guides for self-guided trips at [nybg.org/learn/schools-teachers/class-trips/pre-post-activity-guides](http://nybg.org/learn/schools-teachers/class-trips/pre-post-activity-guides).

Want to keep it simple? Check out what's in bloom at [libguides.nybg.org/floweringschedule](http://libguides.nybg.org/floweringschedule) or go for a hike in our 50-acre forest any time of the year. Print Field Journals ([uanyc.science/NYBGjournal](http://uanyc.science/NYBGjournal)) for students to record their observations and family stories. Plan 3 places to stop and make observations using the journal prompts.

### Use Your Parent Coordinator Voucher

Before your trip, visit the Garden with a friend or colleague using your **Parent Coordinator Voucher** to explore the grounds and decide on which places you might like to visit with your families.

1. Find where you will disembark from your bus at the Main Conservatory Gate and where the bathrooms are located.
2. Decide on:
  - a communal meeting spot
  - a designated time to meet for lunch
  - 2-3 areas of the Garden to see
  - a plan for inclement weather (take note of the Garden's limited indoor facilities)
3. Make a lunch plan. Families are encouraged to pack their own lunches and eat at the Clay Family Picnic Pavilion. (Find more details about lunch on the next page.)

### **Reserve a Bus for Your Trip (Optional)**

Urban Advantage Parent Coordinators can request a bus for use on a School Community Trip, Family Science Day or Expo. Bus requests can be submitted through your [myUA Portal](#) account. Parent Coordinators have access to 2 buses during the school year (additional buses can be requested and are subject to approval by Urban Advantage). **Bus requests must be made at least 10 business days before your trip date.** For questions about UA Vouchers or how to request a bus, contact Sonia Bueno at [sbueno@amnh.org](mailto:sbueno@amnh.org) or submit a help ticket through the myUA portal.

### **Directions**

Find detailed directions to the Garden and parking information at [nybg.org/visit/directions](http://nybg.org/visit/directions). For public transportation, refer to the [MTA trip planner](#) and [Metro North schedule](#). Remember to check the [MTA website](#) for any service changes. Please note parking is not included in your voucher.

### **Inclement Weather**

Your reservation is for rain or shine unless officially cancelled due to weather emergencies. Please have students dress appropriately for the weather. If you choose to reschedule, please call 718.817.8793.

### **Accessibility**

Note that most of the Garden and its buildings are wheelchair accessible. Due to the Garden's varied topography, portions of the historic landscape and forest may be inaccessible. Download our ADA map and social guides at [nybg.org/visit/access/](http://nybg.org/visit/access/) under the Resources tab.

### **Lunch**

We recommend families bring bagged lunches. There are no large indoor lunch facilities. School groups are invited to eat in the Clay Family Picnic Pavilions located near the Everett Garden Gate. Families are welcome to purchase food in the Pine Tree Cafe, but please be aware that seating in the café is limited and may not be able to accommodate large groups. Most food options at the café range from \$12 to \$15 and may be more expensive during peak seasons.

### **Arrival**

Upon arriving at the Garden, direct your bus driver to the Main Conservatory Gate at 2900 Southern Boulevard where your group can disembark.

- Be sure to exchange phone numbers with your bus driver, to make for a smooth and efficient pickup at the end of your visit.
- Bus parking is not available within the Garden, however, there is street parking along Southern Boulevard.

When you arrive, present your **voucher number** and **reservation number included in your confirmation email** at any visitor services counter. Parent Coordinators are responsible for collecting and distributing Garden tickets to families.

Expect to split into smaller groups to view the Garden, for easier access to special exhibitions, the Conservatory, and the tram. Exchange contact info and meeting times with your families.