

2020 High School Digital Divas Transportation Aid

Transportation can be a barrier to accessing our conference. In an attempt to break this barrier we offer assistance to schools that have expressed need on a first-come first-served basis. We ask that schools first ask their district for assistance before requesting assistance from the Digital Divas Program as our aid is also limited. We ask that school choose the most economical option as to allow us to help as many schools as possible. Transportation assistance aid is limited and is not guaranteed. Please read this document in its entirety and follow the procedure and guidelines below.

Procedure:

1. Ask your district/ governing board for transportation aid options
2. If assistance is still needed, email digital_divas@emich.edu and explain your situation.
3. Find a bussing service that can pick up in your area and drop off at:

Eastern Michigan University
Student Center
900 E Oakwood St
Ypsilanti, MI 48197

4. Obtain a quote and send to digital_divas@emich.edu for review no later than February 28, 2020.
5. You will receive an email from Digital Divas approving or denying the price.
6. Once approved, your school will need to finalize the agreement with the transport service. The Digital Divas program cannot sign the agreement. The agreement must be between your school/ organization and the transport service provider.
7. When you finalize the agreement with the transport service, have them bill.

Bia Hamed
150 Sill Hall
Eastern Michigan University
Ypsilanti MI 48197
734-487-8659
digital_divas@emich.edu

8. The main contact on file will be sent an email notification once the bill has been paid. Please ensure your transport service provider accepts **MasterCard**, as that is the only payment method Digital Divas will use.

The Digital Divas program cannot reimburse districts for transportation costs. All billing must be sent directly from the transportation service provider to the billing information listed above. If you have any questions please email digital_divas@emich.edu or call 734-487-4698 **before** you make any agreements.

Tip: Some districts will allow third party organizations, like EMU, to cover the cost of district school busses for trips. Check with your district bus managers for their rates. This tends to be a popular option since the district busses are insured to your district's standards. Digital Divas Transportation Assistance Program