



## GUIDED TOURS | REIMBURSEMENT INFORMATION

School tour funds are used to support guided tours of the Madison Museum of Contemporary Art for K-12 public school students. MMoCA will reimburse your school for **up to \$200 in bus transportation costs and up to \$100 for substitute teacher costs**. Substitute costs are for K-12 public school art teachers.

**Funds are limited and disbursed on a first-come, first-served basis.** Schools that request MMoCA's tour subsidy should schedule their tour of the museum during morning hours if other stops in Madison are planned for the day. **Please note that there is a \$1 per person guided tour fee (students and adults).** Grant monies raised by the museum to support bus and teacher subsidies do not cover these costs. Fees are waived for students who qualify for free and reduced lunch programs. Admission to MMoCA is free.

### Reimbursement Procedures

1. **Send an invoice or detailed note on school letterhead** that lists bus and/or substitute teaching costs. **Invoices must include the name of the school and the date of the field trip**, and must be **sent no more than 14 days** after the field trip date or payment may not be guaranteed. Contact the Education Department to discuss potential delays in invoicing the museum:

Sheri Castelnovo, Curator of Education  
Madison Museum of Contemporary Art  
227 State Street  
Madison, WI 53703  
(608) 257-0158 x227  
[sheri@mmoca.org](mailto:sheri@mmoca.org)

2. **Provide information about the demographic makeup of your students;** this information is included in the tour evaluation form that you will receive during your visit. Please complete this form and return it to MMoCA.

The above conditions must be met for your school to receive reimbursement; checks will be sent within 30 business days after receiving an invoice.

**The Education Department will send you links to online pre-visit teaching resources** to familiarize your students with a selection of works on view that include information on the art and artists; full color images; key ideas, discussion questions; and suggested resources for further exploration. These teaching pages are also available as PDFs to download and print.