



FESTIVAL CHECKLIST

- Read the checklist carefully and note upcoming deadlines on your calendar.
- Read the Schools page carefully at www.ChildrenWaterFestival.com for important information about completing your registration.
- Communicate about the Festival with other third, fourth and fifth grade teachers at your school and coordinate date and time availability to attend the event. Together, decide the date and session you can attend.
- Register your individual class(es) for the Festival at www.ChildrenWaterFestival.com no later than December 1, 2017 and make sure your fellow teachers register their classes by the deadline as well. Registration is on a first-come, first-served basis so early registration is highly recommended. If capacity is reached prior to December 1, subsequent registrants will be placed on a waiting list.
- Check your email to see if your registration has been received. Be sure to verify that your information is correct. If changes need to be made, call (714) 378-3257 or email waterfestival@ocwd.com.
- In December you will receive a registration approval. At this time you may apply for bus funding. Designate one person from your school to complete and submit your school's Bus Funding Request and to coordinate your school's travel needs. Detailed instructions will be emailed in December and will also be available at www.ChildrenWaterFestival.com. Funding is limited, so please make a request only if you truly need it.
- You will receive a confirmation packet by email and mail one to two weeks prior to the Festival. Read all confirmation materials carefully. Materials will include check-in instructions, parking information, parking passes to display in bus and car windows, rules and other important information.
- If approved for bus funding: After the Festival, have your designated representative submit your school's final invoice to OCWD before April 20, 2018. OCWD will deduct your school's approved share of cost from the total bus transportation cost and send a reimbursement check to your school/district within six weeks of receiving a final invoice. No reimbursement will be made past June 30, 2018.