

AHFES CHEAT SHEET

TOP 5 TIPS TO MAKE YOUR AHFES EXPERIENCE A SUCCESS



COMMUNICATION

Respond to your lottery confirmation emails within **48 hours** after **reviewing all the experience logistics** detailed in the confirmation email and school reservation sheet. Lottery confirmations are sent through the **schools@dccollaborative.org** account. Please reach out to us if you did not receive a confirmation email.

COST

Some experiences have a cost associated with them. The costs were listed on the **[AHFES Online Catalogue](#)** website, in the lottery request forms, and in the confirmation emails. To view if your fall experiences have a cost, please check the last column of the school reservation sheet linked in your confirmation email. Reach out to us at **schools@dccollaborative.org** if you need instructions on how to access your reservation sheet.



NOTE

If there is a cost associated with the experiences, **AHFES Providers** will invoice the school directly, and you will be responsible for remitting that payment directly to your Provider.

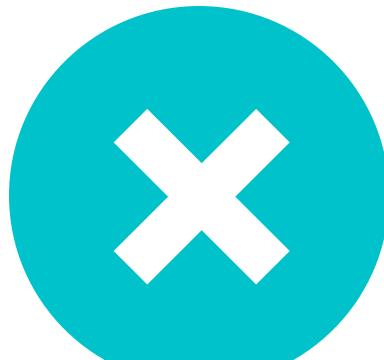
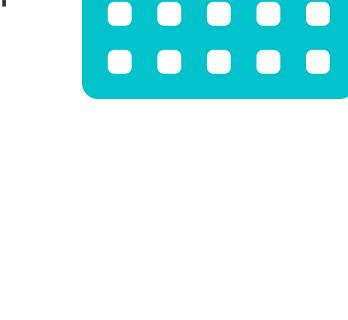


RECORDING

All **AHFES** experiences and associated materials are protected by intellectual copyright laws and can not be recorded or replicated.

RESCHEDULING

If you need to reschedule your experience, the DC Collaborative staff will connect you directly with your **AHFES Provider**. Please copy **schools@dccollaborative.org** on all communications with your provider so our team can ensure smooth logistics and continue updating your records. You must reach out at least 30 days before your trip to request a schedule change, and note that some providers may not be able to accommodate a schedule change.



CANCELLATIONS

All cancellations must be received at least 30 days in advance of the experience in writing to **schools@dccollaborative.org**.



QUESTIONS? CONTACT US!

[SCHOOLS@DCCOLLABORATIVE.ORG](mailto:schools@dccollaborative.org)

www.dccollaborative.org