

# 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](mailto: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](mailto: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](mailto: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](mailto:schools@dccollaborative.org)**.



QUESTIONS? CONTACT US!  
**[SCHOOLS@DCCOLLABORATIVE.ORG](mailto:SCHOOLS@DCCOLLABORATIVE.ORG)**

[www.dccollaborative.org](http://www.dccollaborative.org)