

**INDIVIDUAL SUBMISSION ENTRY FORM**

Please copy and complete this form for each entry.  
 Create a separate document for answering the five questions below.

**Check only ONE entry classification below:**

- |                             |              |                                   |       |
|-----------------------------|--------------|-----------------------------------|-------|
| 1. Advertisements – Single  | _____        | 8. Overall Campaign               | _____ |
| 2. Advertisements – Series  | _____        | 9. Periodicals                    | _____ |
| 3. Annual Reports           | _____        | 10. Promotional/Advocacy Material | _____ |
| 4. Audio-Only Presentations | _____        | 11. Social/Web-Based Media        | _____ |
| 5. Awareness Messaging      | _____        | 12. Special Events                | _____ |
| 6. Directories/Handbooks    | _____        | 13. Videos                        | _____ |
| 7. Miscellaneous            | <u>  X  </u> | 14. Visual-Only Presentations     | _____ |
|                             |              | 15. Websites                      | _____ |

*Please check the appropriate box:*

<input type="checkbox"/> CATEGORY 1	<input type="checkbox"/> CATEGORY 2	<input checked="" type="checkbox"/> CATEGORY 3
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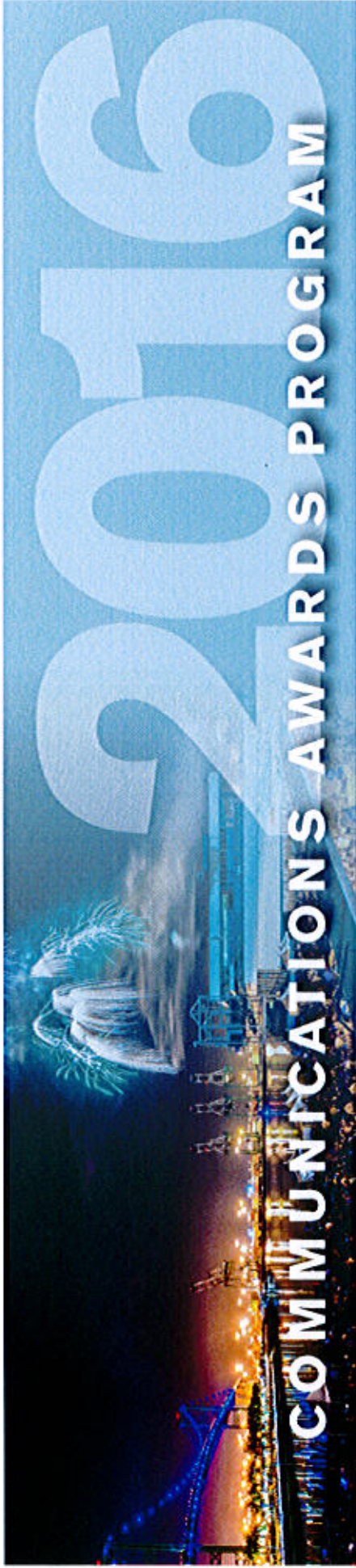
Entry Title Port of Los Angeles School Boat Tour Program

Name of Port Port of Los Angeles

Port Address 425 S. Palos Verdes St., San Pedro, CA 90731

Contact Name/Title Theresa Adams Lopez

Telephone 310-732-3507 Email Address tadams-lopez@portla.org



# Port of Los Angeles

School Boat Tour Program

Miscellaneous



## 2016 COMMUNICATIONS AWARDS PROGRAM

*Project Name:* Port of Los Angeles School Boat Tour Program  
(<https://www.portoflosangeles.org/education/sbtp.asp>)

Port of Los Angeles

*Short, Descriptive Summary of the Event:* The Port of Los Angeles School Boat Tour Program provides free one-hour educational boat tours to school groups (fourth grade through university programs) to demonstrate the importance of world trade; its economic impacts; career possibilities; security, environmental and community initiatives; and discuss other requested topics of interest in an age appropriate and stimulating way.

## 2016 COMMUNICATIONS AWARDS PROGRAM

*Project Name:* Port of Los Angeles School Boat Tour Program  
(<https://www.portoflosangeles.org/education/sbtp.asp>)  
Port of Los Angeles

### Communications Challenge/Opportunity

The Port of Los Angeles (POLA) is committed to helping students of all ages learn about ports, the maritime environment and the industries that facilitate goods movement and global trade. POLA provides resources and experiences that broaden students' view of the Southern California region, international trade and their future career possibilities.

The Port of Los Angeles offers free educational boat tours to students - fourth grade through university programs - throughout the Los Angeles Unified School District (LAUSD) and other area school districts, charter schools, private schools, home schools, and colleges and universities. These hour-long narrated boat tours offer students a visual perspective of the daily operations at the Port of Los Angeles, North America's leading container port and top international freight gateway. To measure the success of this program, teachers are asked to complete an evaluation form after their boat tour and records are kept year after year to keep participant contact information and evaluate number of participants and other pertinent details.

The challenge is to educate as many students as possible about the POLA and the maritime industry, despite very low school field trip budgets, in an age-appropriate, positive, stimulating way. The City of Los Angeles is a huge geographical area and enrolls more than 640,000 students in more than 900 schools and more than 180 public charter schools in LAUSD alone. The School Boat Tour Program needs to be well-defined, in accordance with the state learning standards, while developing a connection, an understanding and a positive perception of the POLA and the maritime industry.

### Nexus to the Port's Overall Mission

This long-standing program continues to support the overall mission of the Port of Los Angeles. The *Port of Los Angeles Strategic Plan Update 2014* (Strategic Plan) identifies "Strong Relationships with Stakeholders" as one of its four strategic plan objectives. In the Strategic Plan, under "Strong Relationships with Stakeholders," an initiative is to "attract visitors to the LA Waterfront of Wilmington and San Pedro." Providing school boat tours to educational groups is a stimulating way to build strong relationships with youth, young adults, educators and parents – essential stakeholders of our community. The narrated boat tours provide information about the Port's economic impact, environmental initiatives, security programs and jobs created. It's very possible that these messages do not end with only the students and educators that participate in these tours. Students that take these tours may go home to tell their parents about the Port of Los Angeles and educators that take these tours may teach more students and other educators about the Port of Los Angeles. This program brought 10,330 people to the LA Waterfront last fiscal year and is on track to exceed that number this fiscal year.

### Planning and Programming

What better way to learn about the Port of Los Angeles than from the water? We contracted with a local boat tour service provider to conduct hour-long narrated educational free school boat tours. School boat tours are now accommodated all year long as needed and the tour reservation site opens shortly after the beginning of the school year for teachers to begin requesting tours. Although we do offer tours throughout the entire year, based on weather and school schedules, our busy season continues to be March through June so tours are offered more frequently during those months on Monday through Friday, except holidays, at 9:30am, 11 am, and 12:30pm.

## 2016 COMMUNICATIONS AWARDS PROGRAM



The vessels accommodate 149 passengers with open air topside and covered seating below – all connected to a speaker system from which the tour presentation is broadcast. Tours are conducted rain or shine given the flexibility to use the covered portion of the boat.

Because of tight school budgets, the Port of Los Angeles also offers a bus subsidy as an incentive to schools to take advantage of the school boat tour program. The bus subsidy aids with paying for the school bus to and from the Port and covers nearly, if not all, of the bus cost. Schools have a hard time believing that in addition to the free tour, bus subsidies are provided.

An age-appropriate script was developed to provide the target audience with a general port overview; digestible statistics; and fun facts, such as, 20,000 Barbie dolls and 16,000 teddy bears can fit into one 40-foot shipping container and the man-made island, Pier 400, is as large as 3 Disneyland and California Adventure Amusement Parks put together.

In addition to the narration, on the boat, teachers can select a scavenger hunt/photo activity, quiz suggested for middle school students, or quiz suggested for high school students depending on the grade/level of their students. Clipboards and pens are available for students to use on the boat for this purpose. These materials keep the students engaged and focused on the narration and provide options for teachers who may have students at differing grade/ability levels. The materials are also available on the Port's website with the answer guides for the teachers to view before/after their tour. Teachers receive three Port of Los Angeles string backpacks at the end of each tour to provide to the three students of their choice as an incentive/reward for answering questions correctly, receiving the highest score on their quizzes, etc.

The School Boat Tour Program web page on the Port of Los Angeles website also includes a *Make a Day of it* information sheet which refers teachers to other area educational activities at the LA Waterfront such as the Los Angeles Maritime Museum, Battleship *IOWA* and Cabrillo Marine Aquarium. This encourages teachers to stretch their bus subsidies for other educational activities at the port. We have received positive feedback from these and other facilities for bringing students to their sites as well as feedback from teachers that these experiences enhanced their field trips to POLA.

College/university student groups receive narrations more specific to their focus and/or have a Port representative on board to answer their questions. For example, a college undergraduate class interested in careers may learn from a Port representative about careers in the maritime industry and a university international trade class may receive a briefing on the POLA followed by a narrated boat tour.

## 2016 COMMUNICATIONS AWARDS PROGRAM

**Goals:** The goal of this program is to educate as many students as possible about the Port and maritime industry in an age-appropriate, positive and stimulating way. POLA strives to teach students about the connection that the Port has to their everyday lives; the economic impact of the Port; the career opportunities connected to POLA; and the environmental, security, and community programs underway at the Port.

**Objective:** The objective is to have a higher number of participants than in the previous year, as to educate as many students as possible. Another objective is to receive an overall rating of "excellent" on every School Boat Tour Evaluation form received by our office. In addition, every evaluation form received would state that the teacher would come again in the future and/or recommend the School Boat Tour Program to other teachers.

**Target Audience:** Fourth through sixth grade LAUSD students are the target audience for this program. This grade range was chosen because it is the point in the LAUSD curriculum where students learn about the maritime industry and the Port of Los Angeles.

**Secondary Audiences:** LAUSD middle and high schools, charter schools, private schools, home schools, colleges and universities.

It has become more and more apparent that all ages of student groups are interested in tours of the Port of Los Angeles. In addition to advertising to the target audience, we also announced this program to secondary audiences, including middle schools and high schools.

### Actions Taken & Outputs



**Strategies:** This ongoing program at POLA is well-known by the coordinators for the target audience - teachers of fourth through sixth grade students. Over the last several years, we have seen a shift in the preferred contact method of the teachers. In the past, we mainly communicated with teachers through United States Postal Service mail that was sent to the school. More and more, we began hearing that often the packets that were mailed to the schools would sit in the school offices and never reach the teachers who book the trips. Now, teachers have told us that they prefer to communicate by email. It gives them the opportunity and flexibility to communicate during school breaks and after hours.

**Tactics:** We switched to a completely electronic system slowly, over a few years, providing teachers the opportunity to adjust to and in the end prefer the online method. Teachers got used to the online reservation site, while still receiving paper communications and confirmations.

## 2016 COMMUNICATIONS AWARDS PROGRAM

Over the past several years we have required that school/teacher contacts provide email addresses when booking tours. For our target audience, we have a pretty solid email list. In addition to the contact list that we had already compiled, our college student worker also created an email list of principals, counselors and/or teachers for our secondary targets, including middle schools and high schools in LAUSD and local charter and private schools.

The Port of Los Angeles Graphics section created a clickable "reservation site is open" notification that was sent via email blast to these contact lists. It allowed recipients to click on the boat image in the email so they could directly go to the Port of Los Angeles school boat tour webpage for further details and to make a reservation. This notification also boldly stated that tours are free and bus subsidies are available for this program. The opening of the School Boat Tour reservation site was posted to the Port's Facebook page. We also advertised the program to POLA employees through the employee newsletter, "What's New, Crew?"

The Port of Los Angeles online reservation system was transformed so that all possible communication that could be paperless would be paperless. For example, a teacher who received the emailed "reservation site is open" notification could click on it to be taken directly to the school boat tour web page where they could access all the information they would need to make a reservation and plan their trip – including a bus subsidy instruction guide and LAUSD form, *Make a day of it* (other facilities to visit at the POLA and in the harbor area) document, map with parking directions, and the school boat tour reservation site. Since many secondary audiences - including non-LAUSD schools - are now participating, we added a non-LAUSD bus subsidy instruction guide and form to the website for other school districts and schools to easily apply for bus subsidies.

On the reservation site, teachers create a user login, have access to the tour calendar to check availability and request a tour. After requesting their tour day/time, they receive an automatic notice that their tour request was submitted and that they will receive a notification once confirmed. Once the POLA school boat tour administrator confirms the tour, the teacher receives an automatic confirmation notice with links to the school boat tour webpage for bus subsidy, map, parking, and other pertinent tour information. One week prior to their tour, the teacher receives an automatic email notification that allows the teacher to click to "confirm" or "cancel" their tour and links them once again to the POLA school boat tour webpage for pertinent tour details. Every automatic email received includes a POLA contact phone number and email address so the teacher can easily connect with the POLA administrator if desired. This automation has allowed for a flexible, easy process for teachers and POLA administrators.

*Implementation Plan:* Contact lists were updated by our college student worker. The reservation site was updated over the summer and went live at the beginning of the school year. At that time, the email "reservation site is open" notification was blasted to the Port's contact lists and the opening of the program was posted on the Port's Facebook page. Tours could then be booked immediately for the school year.

One Port of Los Angeles staff member administers the program with the assistance of one student worker intern. A boat tour company is outsourced to provide the tours.

The total budget for this program is \$90,000. Each boat tour is \$450 + (up to) \$300 for a bus subsidy. To save on costs, smaller groups of students often tour together. One bus subsidy is offered per school, per year. Also, not every school utilizes the bus subsidy offered to them – a nearby school walks to the boat, some private schools already have funding for transportation, some schools never complete the required LAUSD paperwork to be reimbursed, etc. Some transportation costs amount to lower than the \$300 subsidy amount especially for schools in the harbor area.

## 2016 COMMUNICATIONS AWARDS PROGRAM

### Outcome and Evaluation

As stated above, a goal of this program is to educate as many students as possible about the Port and maritime industry in an age-appropriate, positive and stimulating way. An objective of this program is to have a higher number of participants than in the previous year, as to educate as many students as possible.

In FY2014/15, 10,330 guests and 141 groups participated in the School Boat Tour Program. Groups are paired together when possible, so these 141 groups shared 102 boat tours. Bus subsidy requests were received for 68 groups. At 102 tours (\$45,900) + 68 (approx. \$300) bus subsidies (\$20,400), the program incurred a cost of approximately \$66,300, or \$6.42 per participant.

As of April 2016, in FY2015/16, more than 12,000 guests have participated or are signed up to participate in the School Boat Tour Program already surpassing the number of participants from last fiscal year.

Evaluation forms are provided to teachers on the tour and are available on the POLA school boat tour webpage. Teachers are asked to fill them out and leave them with the boat crew after their tour or to email, fax or mail back to the POLA School Boat Tour Coordinator.

Another objective is to receive an overall rating of "excellent" on every School Boat Tour Evaluation form received by our office. In addition, every evaluation form received would state that the teacher would come again in the future and/or recommend the School Boat Tour Program to other teachers. Evaluation forms for this year are still being collected, but so far responses have been "excellent" and have stated that teachers will return again and/or recommend the program to other teachers. Many schools/teachers continue to come back year after year. One of the evaluation forms received stated, "Another great tour!" Another form stated, "We had a great day. Thank you so much. I hope we get to come again next year."

We sometimes receive hand-written notes from students after their trips. One elementary school student wrote "I was amazed by the boats in the LA Port. I think the LA Port is very important." He included a drawing of an Evergreen container ship and a crane unloading a container. Another student letter stated, "The boat tour was extremely epic. We got to see lots of things, including animals such as sea lions, seagulls, pelicans, and even seals! I got a chance to see containers, cranes, and port police too. Personally, I think it was amazing. We saw stuff we couldn't even see anywhere near our neighborhood. We got to visit the museum too."

POLA strives to teach students about the connection that the Port has to their everyday lives; the economic impact of the Port; the career opportunities connected to the POLA; and the environmental, security, and community programs underway at the Port. An elementary teacher's evaluation form stated, "The students really enjoyed the whole experience and were in awe of the cranes unloading cargo. They were so involved in locating all of the items on the photo sheet. Thank you!" A charter high school evaluation form stated, "Your program does a great job of informing students about the economic significance and value of the LA port." Michigan State University, who brings their fellow program for a tour each year, wrote in thank you note, "Thank you for coordinating our trip to the Port and Maritime Museum. The fellows very much enjoyed themselves and learned a great deal they can apply to import/export in their home countries. Thank you again and we hope to see you again next year."




# FREE HARBOR TOURS!


The Port of Los Angeles  
School Boat Tour Program  
is now open for reservations.




For more information and to register,  
go to [portoflosangeles.org/education/sbtp.asp](http://portoflosangeles.org/education/sbtp.asp)




SEARCH




**Port of Los Angeles: America's Port® | EDUCATION**






WELCOME FROM THE EXECUTIVE DIRECTOR




HARBOR COMMISSION



STAY CONNECTED WITH THE PORT...

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NEWSLETTER

### Education

- [Education | Home](#) »
- [Educational Materials](#) »
- [School Boat Tour Program](#)
- [Scout Program](#) »
- [TransPORTer](#) »
- [Youth Programs](#) »

### School Boat Tour Program

- [School Boat Tour Reservation Site](#) »
- [LAUSD Bus Subsidy Instructions](#) »
- [LAUSD Bus Subsidy Form](#) »
- [Non-LAUSD Bus Subsidy Instructions and Form](#) »
- [Directions to the Dock](#) »
- [Evaluation Form](#) »
- [Make a day of it!](#) »
- [Points of interest map](#) »
- [Teacher Materials](#) »

### School Boat Tour Program

**The Port of Los Angeles School Boat Tour Reservation Site is now open for reservations for the 2015/2016 school year. Please [click here](#) to request your tour.**

The Port of Los Angeles is America's Port® the busiest container port in the nation. The furniture and electronics in your home, the car you drive, and the clothing and shoes that you wear most likely came through the Port of Los Angeles!

The Port of Los Angeles provides free one-hour educational tours aboard *Harbor Breeze Cruises* boats to school groups (fourth grade through college) to demonstrate the dynamics of world trade. There is nothing like the experience of pulling up next to a massive containership as it unloads hundreds of containers, or seeing the world's largest container facility that, at nearly 500 acres, is three times the size of Disneyland, and sits on a manmade island built from Catalina Island stones and material dredged from the bottom of our channels.



The Port of Los Angeles is the leading economic engine for Southern California and the nation. It's known for record-setting cargo operations, groundbreaking environmental initiatives, progressive security measures, diverse recreational and educational facilities and the emerging LA Waterfront.

Last year, more than 10,000 students participated in our free boat tour program.

We hope you too will bring your students aboard!

For more information about the School Boat Tour Program, please call (310) 732-3508 or email [edtours@portla.org](mailto:edtours@portla.org).



[↑ return to top](#)

425 South Palms Verdes Street, San Pedro, California, USA 90731  
Phone: (310) 732-7678 | [email](#) | [Disclaimer](#) | [Privacy Policy](#)  
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As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.



The banner features the Port of Los Angeles logo on the left and the Boat Tour Program logo on the right. Below the logos is a login form with fields for 'E-MAIL:' and 'PASSWORD:', a 'LOGIN' button, and links for 'FORGOT PASSWORD?' and 'REGISTER'.

**There's no other port like it in the world. The Port of Los Angeles is a premier international Port, the #1 container port in the nation, a leader in environmental initiatives and home to diverse recreational and educational facilities. And it's just a short bus ride away!**

The Port of Los Angeles invites your students to expand their knowledge of the world around them, and learn about the history and activities at Los Angeles Harbor by taking a free one-hour boat tour.

The Port can also provide teachers with resource materials and information to prepare the students prior to the tour, whether the focus is local history, international trade or environmental awareness.

Sign your class up for a **Port of Los Angeles** boat tour today - it'll be the most talked about field trip of the year!



The Port of Los Angeles provides assistance when it comes to transportation.

[Bus Subsidy Information](#)

[Bus Subsidy Reimbursement Form](#)



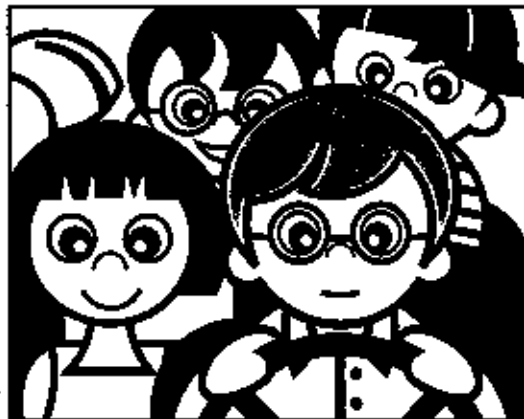
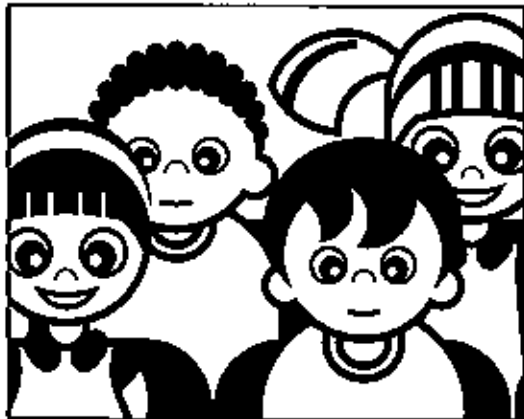
- [Calendar](#)
- [My Reservations](#)
- [My Info](#)
- [Logout](#)

To schedule your tour, please select a time slot from the calendar below. The number in parenthesis next to the time denotes the number of open spots. If there are no times listed for a specific date it means all of the tours have been booked or there are no tours offered that day. Once your booking request has been received you should receive a confirmation within 5 business days.

< Apr 2016 >						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 9:30AM (63) 11AM (3) 12:30PM (32)	2
3	4 9:30AM (107) 11AM (140) 12:30PM (140)	5 12:30PM (140)	6 9:30AM (140) 11AM (140) 12:30PM (140)	7 9:30AM (140) 11AM (140) 12:30PM (140)	8 9:30AM (74) 11AM (18) 12:30PM (138)	9
10	11 9:30AM (140) 11AM (140) 12:30PM (140)	12 12:30PM (140)	13 9:30AM (140) 11AM (140) 12:30PM (140)	14 9:30AM (15) 11AM (140) 12:30PM (140)	15 9:30AM (49) 11AM (14) 12:30PM (140)	16
17	18 9:30AM (140) 11AM (140) 12:30PM (140)	19 12:30PM (140)	20 9:30AM (74) 11AM (140) 12:30PM (140)	21 9:30AM (140) 11AM (140) 12:30PM (140)	22 9:30AM (20) 11AM (36) 12:30PM (0)	23
24	25 9:30AM (140) 11AM (140) 12:30PM (140)	26 12:30PM (140)	27 9:30AM (64) 11AM (67) 12:30PM (140)	28 9:30AM (140) 11AM (0) 12:30PM (140)	29 9:30AM (0) 11AM (33) 12:30PM (140)	30

# School Boat Tour Program

## BUS SUBSIDY INFORMATION



Each school is responsible for making its own bus arrangements. The Port of LA will NOT make bus arrangements. Bus subsidies of up to \$300 are available per school, per year. When completing the School Boat Tour Program online reservation, it must be noted that you will be applying for a bus subsidy.

### LAUSD SCHOOLS

1. Must use LAUSD Transportation Services Division for bus reservations.
2. Complete Form 78 20R entitled authorization for Payments of Student Body and/or Reimbursable Trips. This form can be found at the Port of Los Angeles School Boat Tour Program web page.
3. Your school representative must complete the top portion of Form 78 20R then fax it to the Port of Los Angeles Educational Coordinator at 310-547-4611 or email it to [edtours@portla.org](mailto:edtours@portla.org).
4. The Port of LA will then complete, sign and return the form to your school representative/teacher.
5. Please make a copy for your records.
6. Your school representative must submit the completed form to LAUSD Transportation Division. By completing this form, LAUSD will invoice the Port directly for up to \$300 towards your transportation costs. Your school will be responsible for any difference over the \$300 allotment per school for transportation.

### NON-LAUSD SCHOOLS

Please contact the Port of Los Angeles Educational Coordinator at 310-732-3960 as soon as possible for options available to your school.



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

LOS ANGELES UNIFIED SCHOOL DISTRICT  
TRANSPORTATION SERVICES DIVISION

AUTHORIZATION FOR PAYMENT OF STUDENT BODY AND/OR REIMBURSABLE TRIPS

School \_\_\_\_\_ Location Code \_\_\_\_\_

Principal \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Phone No. \_\_\_\_\_


**TRIP DETAILS:**

Number of Buses \_\_\_\_\_ Date of Trip \_\_\_\_\_  
(mm/dd/yy) Day of Week \_\_\_\_\_

Destination Berth 84 South, (Port of Los Angeles), San Pedro, CA (foot of 6<sup>th</sup> Street, just south of the Los Angeles Maritime Museum)

Please **CHECK ONE** for the appropriate funding:

- This trip is to be **CHARGED** to **STUDENT BODY FUNDS**. Please send the bill to my attention. I have supplied the School Financial Manager with a copy of this form. I understand that the bill is payable upon receipt.

Authorized By  \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Principal/Administrator Signature

- This trip is to be **PAID FOR BY** the following **INDIVIDUAL(S) OR NON-DISTRICT ORGANIZATION:**

**PLEASE PRINT** \*\* THE CITY OF LA, HARBOR DEPARTMENT WILL PAY UP TO \$300 ONLY. ALL OTHER CHARGES ARE THE RESPONSIBILITY OF THE SCHOOL.\*\*

NAME (Individual or Organization) \*\*City of Los Angeles, Harbor Department\*\*


Address 425 S. Palos Verdes Street

City San Pedro State CA Zip Code 90731

Bill To (Sponsor's Name) Attn: Trisha Malahni, Public Relations

Telephone No. (with area code) 310-732-3960

**I/We are assuming responsibility for payment of charges for school bus transportation as stated above. I/We understand payment is to be made immediately upon receipt of the invoice from the Los Angeles Unified School District, Transportation Services Division.**

Approved by:  \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
(Signature of Sponsor)

Submit Signed Original to Transportation Services Division. Retain a Signed Copy at School.



## SCHOOL BOAT TOUR PROGRAM BUS SUBSIDY REQUEST FOR REIMBURSEMENT FOR NON-LAUSD SCHOOLS

(OR SCHOOLS UNABLE TO UTILIZE LAUSD TRANSPORTATION SERVICES DIVISION)

Thank you for participating in the Port of Los Angeles School Boat Tour Program! The Port of Los Angeles provides limited bus subsidies of no more than \$300 per school per year for participation in the Port of Los Angeles School Boat Tour Program. Non-LAUSD Schools (and LAUSD schools unable to use LAUSD Transportation Services) that request bus reimbursement must complete the following steps:

1. Complete the *Bus Subsidy Request for Reimbursement* form below and submit via email to [edtours@portla.org](mailto:edtours@portla.org) or via fax to 310-547-4611.
2. If approved, the Port of LA will sign and return the form to the school coordinator/teacher.
3. Please make your bus reservation (if you are an LAUSD school, the bus company used must be on the LAUSD approved list).
4. **Your school or school district is responsible for paying the bus company for transportation costs.** If your *Bus Subsidy Request for Reimbursement* form is approved and you submit an invoice as noted below, within one month of your trip, the Port of Los Angeles will reimburse you for up to \$300 of your bus transportation cost.
5. Within one month of your trip, please submit an invoice from your school. This invoice cannot exceed \$300. An invoice template is attached for your convenience or you could submit your own invoice with the following information:
  - a. The "remit to" (school, school district, or school organization that paid the bus company) name, contact, address, phone number, fax number and email address. **The "remit to" information on the Port of LA invoice must match the "bill to" information on the bus company invoice.**
  - b. Address to:  
Port of Los Angeles  
Attn: School Boat Tour Coordinator  
425 S. Palos Verdes Street, San Pedro, CA 90731
  - c. **The Port of Los Angeles invoice for bus reimbursement can be for no more than \$300. Your school is responsible for any remaining amount.**
  - d. As back-up, please include a copy of the invoice from the bus company used.
6. Please submit the invoice to the School Boat Tour Coordinator via email at [edtours@portla.org](mailto:edtours@portla.org), fax at 310-547-4611, or US Mail at the address noted above.

### **LAUSD Schools**

For bus subsidy reimbursement, LAUSD Schools are asked to utilize LAUSD Transportation Services for bus transportation. LAUSD schools using LAUSD Transportation Services are NOT required to fill out this form. Instead, LAUSD schools using LAUSD Transportation Services must complete *LAUSD Form 78.20R - Authorization for Payments of Student Body and/or Reimbursable Trips*. Please see "Bus Subsidy Instructions" on the Port of Los Angeles School Boat Tour Program webpage for details.





**SCHOOL BOAT TOUR PROGRAM  
BUS SUBSIDY REQUEST FOR REIMBURSEMENT  
FOR NON-LAUSD SCHOOLS**

(OR SCHOOLS UNABLE TO UTILIZE LAUSD TRANSPORTATION SERVICES DIVISION)

School \_\_\_\_\_

Principal \_\_\_\_\_

Teacher \_\_\_\_\_

Coordinator \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

School District \_\_\_\_\_

If you are an LAUSD school, why are you not able to utilize LAUSD Transportation Services Division?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School/School District/School Organization that bus company will invoice (**This is the organization that must be listed on the “remit to” section of the Port of LA invoice. It must match the “bill to” information on the bus invoice.**)

\_\_\_\_\_

School Boat Tour Details:

Date \_\_\_\_\_ Time \_\_\_\_\_

Bus Company \_\_\_\_\_

*Principal / Administrator Approval:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use**

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_





**PORT OF LOS ANGELES  
SCHOOL BOAT TOUR PROGRAM  
BUS SUBSIDY INVOICE FOR NON-LAUSD SCHOOLS  
(OR SCHOOLS UNABLE TO UTILIZE LAUSD TRANSPORTATION SERVICES DIVISION)**

**REMIT TO:** \_\_\_\_\_ \*\*

Street Address \_\_\_\_\_

Date \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Invoice # \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

*\*\*\*Remit to" name and other details above must be the same as the "bill to" information on the invoice you provide attached from the bus company utilized.*

Bill To:  
Port of Los Angeles  
Attn: Trisha Malahni  
School Boat Tour Program  
P.O. Box 151  
San Pedro, CA 90733-0151

Amount Due \$ \_\_\_\_\_  
(no more than \$300)

**SCHOOL BOAT TOUR PROGRAM BUS SUBSIDY**

SCHOOL NAME \_\_\_\_\_

SCHOOL CONTACT NAME \_\_\_\_\_

SCHOOL CONTACT PHONE/FAX \_\_\_\_\_

SCHOOL BOAT TOUR DATE \_\_\_\_\_

AMOUNT DUE: \$ \_\_\_\_\_  
(Not-to-exceed \$300. The Port of LA will reimburse up to \$300.)

**TOTAL AMOUNT DUE \$ \_\_\_\_\_**

**FOR OFFICE USE ONLY:**

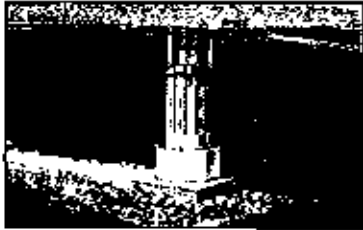
City of Los Angeles Business Tax Registration Certificate Number \_\_\_\_\_



# School Boat Tour Check-Off List

While on your tour of The Port of Los Angeles, you will see many things that you can find only in a port or harbor. There will be ships, boats and birds. There are cargo in many forms, a lighthouse and a bridge. And, if you're lucky, even a smiling sea lion.

How many of the landmarks and other Port sights identified below can you find on your tour?  
Put a check mark next to each one that you see.



Angels Gate Lighthouse and Breakwater



USS IOWA



Containers



Vincent Thomas Bridge



Container Ship



Fireboat Station



Pelicans



Fireboat



Fishing Boats



Maritime Museum



Cruise Ship



Barge



Sea Lions



Coast Guard



Seagull



Port Police



S.S. Lane Victory



Tall Ship



Tugboat



Container Cranes

Student's Name \_\_\_\_\_

Class \_\_\_\_\_

Date \_\_\_\_\_



## SCHOOL BOAT TOUR PROGRAM QUIZ

*Suggested for Middle School Students*

Name: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

- What is a port?
  - a place where airplanes land
  - a place where ships load and unload cargo
  - a place where you go on a school field trip
  - none of the above
- What items come through the Port of Los Angeles?
  - computers
  - tennis shoes
  - avocados
  - all of the above
- Which countries ship goods through the Port of Los Angeles?
  - China
  - Japan
  - countries in Europe and Australia
  - all of the above
- Global trade is
  - the exchange, or trading, of goods between countries around the world
  - the exchange, or trading, of goods throughout the United States
  - the exchange, or trading, of goods between cities
  - all of the above
- What animal are you least likely to find at the Port of Los Angeles?
  - sea lion
  - pelican
  - giraffe
  - California least tern (endangered bird)
- Pier 400, the man-made island home to APM Terminals and California United Terminals, is made out of
  - dirt dredged from the bottom of the harbor
  - steel
  - wood
  - brick
- How often do you likely come in contact with something that was shipped through the Port of Los Angeles?
  - everyday
  - once a week
  - once a month
  - once a year
- Containers travel by
  - ship
  - train
  - truck
  - all of the above
- What is the busiest container port in our nation?  
\_\_\_\_\_
- The Port of Los Angeles includes
  - a World War II battleship
  - a large fountain and water show
  - a bridge that lights up at night and a museum
  - all of the above

***Thank you for participating in the Port of Los Angeles School Boat Tour Program!***



## SCHOOL BOAT TOUR PROGRAM QUIZ

*Suggested for High School Students*

Name: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

1. What items come through the Port of Los Angeles?
  - a. computers
  - b. tennis shoes
  - c. avocados
  - d. all of the above
2. Who is required to navigate every large ship as it enters and leaves the Port of Los Angeles?
  - a. US Coast Guard
  - b. Ship Captain
  - c. Port Pilot
  - d. US Customs
3. Pier 400, the man-made island home to APM Terminals and California United Terminals, is made out of
  - a. dirt dredged from the bottom of the harbor
  - b. steel
  - c. wood
  - d. brick
4. Who does the Port work with on security programs?
  - a. US Coast Guard
  - b. Department of Homeland Security
  - c. Los Angeles Police Department
  - d. all of the above
5. How often do you likely come in contact with something that was shipped through the Port of Los Angeles?
  - a. everyday
  - b. once a week
  - c. once a month
  - d. once a year
6. Containers travel by
  - a. ship
  - b. train
  - c. truck
  - d. all of the above
7. What is the busiest container port in our nation?  
\_\_\_\_\_
8. What is one of the top exports at the Port of Los Angeles?
  - a. furniture
  - b. scrap paper
  - c. toys
  - d. shoes
9. The Port's environmental programs include
  - a. plugging ships into clean electrical power while at dock known as Alternative Maritime Power™ or AMP™
  - b. Clean Air Action Plan
  - c. Clean Truck Program
  - d. all of the above
10. How many jobs are related to the Port of Los Angeles?
  - a. over 1 million in California and over 3 million in the United States
  - b. over 1,000 in California
  - c. over 1 million in the United States
  - d. over 100,000 in California and over 300,000 in the United States

***Thank you for participating in the Port of Los Angeles School Boat Tour Program!***



## School Boat Tour Program EVALUATION FORM

Please assist us to maintain and improve the quality of our tours by completing this evaluation as soon as possible after your tour. Your comments will help us make this program the best it can be.

School Purdue Ave

Tour Date April 8 Number in tour group 90 Student grade level 4

Was the boat clean?  Yes  No

Was the crew helpful?  Yes  No

Were the school boat tour materials (quiz or photo check-off sheet) effective?  
 Yes  No

Was the tour informative?  Very  A little  Not at all

Did your students enjoy the tour?  Yes  No

Would you participate in the Port of Los Angeles School Boat Tour Program in the future?  
 Yes  No

Would you recommend the Port of Los Angeles School Boat Tour Program to other teachers?  
 Yes  No

Overall tour rating  
 Excellent  Good  Satisfactory  
 Not Satisfactory  Disappointed

Additional Comments:

The port tour was amazing and very informative.  
The students enjoyed the tour very much!

Please return the form to the email, fax or address below:

Educational Programs Manager  
Port of Los Angeles  
P.O. Box 151  
San Pedro, CA 90733-0151  
fax: (310) 547-4611  
email: [edtours@portla.org](mailto:edtours@portla.org)

THANK YOU FOR PARTICIPATING IN THE  
PORT OF LOS ANGELES SCHOOL BOAT TOUR PROGRAM!



## School Boat Tour Program EVALUATION FORM

Please assist us to maintain and improve the quality of our tours by completing this evaluation as soon as possible after your tour. Your comments will help us make this program the best it can be.

School New Lexington

Tour Date 3/16/16 Number in tour group 56 Student grade level 4<sup>th</sup>-6<sup>th</sup>

Was the boat clean?  Yes  No

Was the crew helpful?  Yes  No

Were the school boat tour materials (quiz or photo check-off sheet) effective?

Yes  No

Was the tour informative?  Very  A little  Not at all

Did your students enjoy the tour?  Yes  No

Would you participate in the Port of Los Angeles School Boat Tour Program in the future?

Yes  No

Would you recommend the Port of Los Angeles School Boat Tour Program to other teachers?

Yes  No

Overall tour rating

Excellent  Good  Satisfactory

Not Satisfactory  Disappointed

Additional Comments:

The students really enjoyed the tour. All lot of them plan on returning with their families. In addition, the tour will support my students with an informative project. Thank you for your service, and accommodating my program (MR. OMAR)

Please return the form to the email, fax or address below:

Educational Programs Manager

Port of Los Angeles

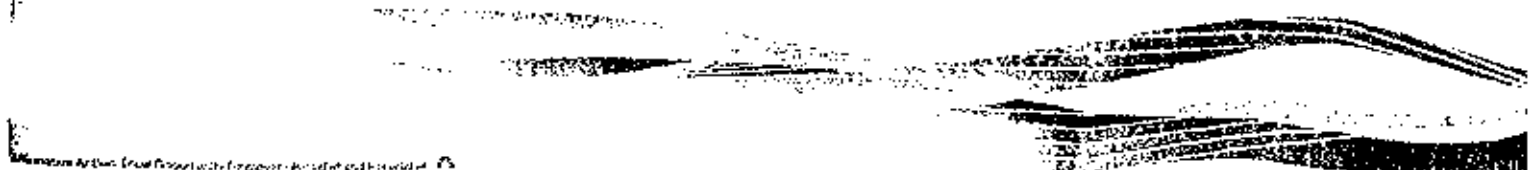
P.O. Box 151

San Pedro, CA 90733-0151

fax: (310) 547-4611

email: [edtours@portla.org](mailto:edtours@portla.org)

**THANK YOU FOR PARTICIPATING IN THE  
PORT OF LOS ANGELES SCHOOL BOAT TOUR PROGRAM!**





## School Boat Tour Program EVALUATION FORM

Please assist us to maintain and improve the quality of our tours by completing this evaluation as soon as possible after your tour. Your comments will help us make this program the best it can be.

School Wittmann Elementary  
Tour Date 4.13.15 Number in tour group 140 Student grade level 5th

Was the boat clean?  Yes  No

Was the crew helpful?  Yes  No

Were the school boat tour materials (quiz or photo check-off sheet) effective?  
 Yes  No

Was the tour informative?  Very  A little  Not at all

Did your students enjoy the tour?  Yes  No

Would you participate in the Port of Los Angeles School Boat Tour Program in the future?  
 Yes  No

Would you recommend the Port of Los Angeles School Boat Tour Program to other teachers?  
 Yes  No

Overall tour rating  
 Excellent  Good  Satisfactory  
 Not Satisfactory  Disappointed

Additional Comments:

The students really enjoyed the whole experience and were in awe of the cranes unloading cargo. They were so involved in pointing all the items on the photo sheet. Thank you!

Please return the form to the email, fax or address below:

Educational Programs Manager  
Port of Los Angeles  
P.O. Box 151  
San Pedro, CA 90733-0151  
fax: (310) 547-4611  
email: [edtours@portla.org](mailto:edtours@portla.org)

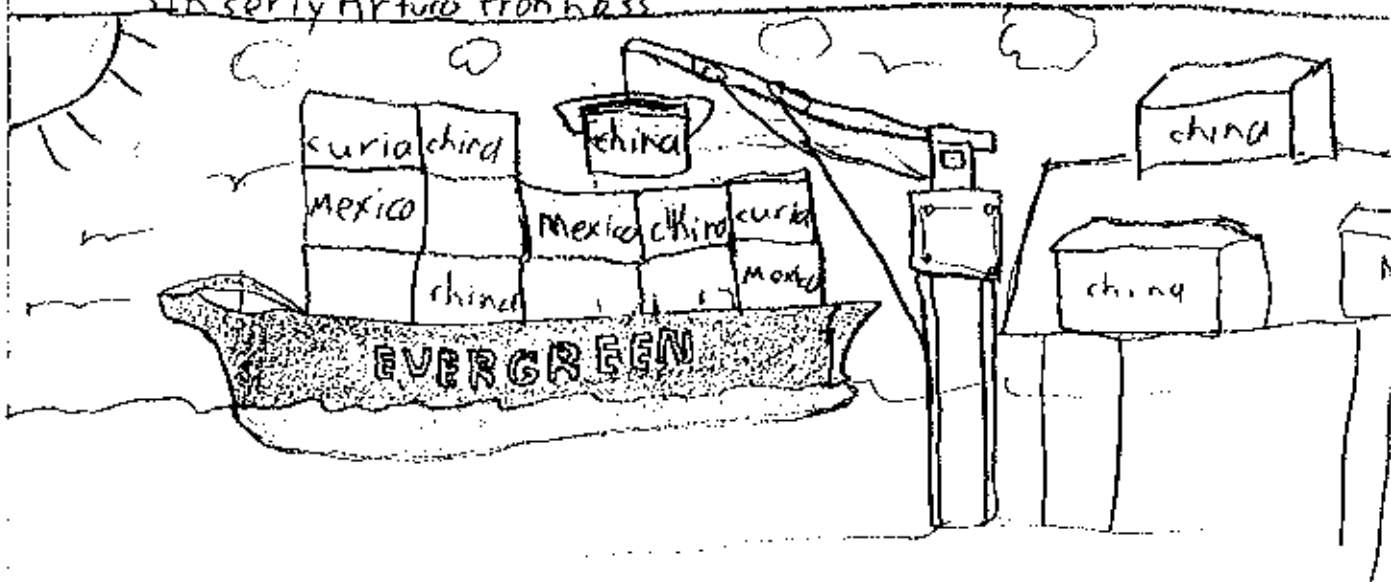
**THANK YOU FOR PARTICIPATING IN THE  
PORT OF LOS ANGELES SCHOOL BOAT TOUR PROGRAM!**

Dear port of LA

Thank you so much for letting us go on the boat. I saw so much things and was amazed by the awesome things in the port of Los Angeles. It was so much fun going on the boat. I learned so much about the port of LA

I was amazed by the boats in the LA port. I think the LA port is very important. We saw so much stuff like boats seagulls sealions containers and more stuff.

Sincerely Arturo from class





Dear [unclear]

Ardena Martinez 22-14-10

The boat trip was extremely epic. We got to see some amazing things, animals, birds, seagulls, pelicans, and even seals. I really enjoyed the boat ride. I got to see some beautiful views, and part of the trip was fun.

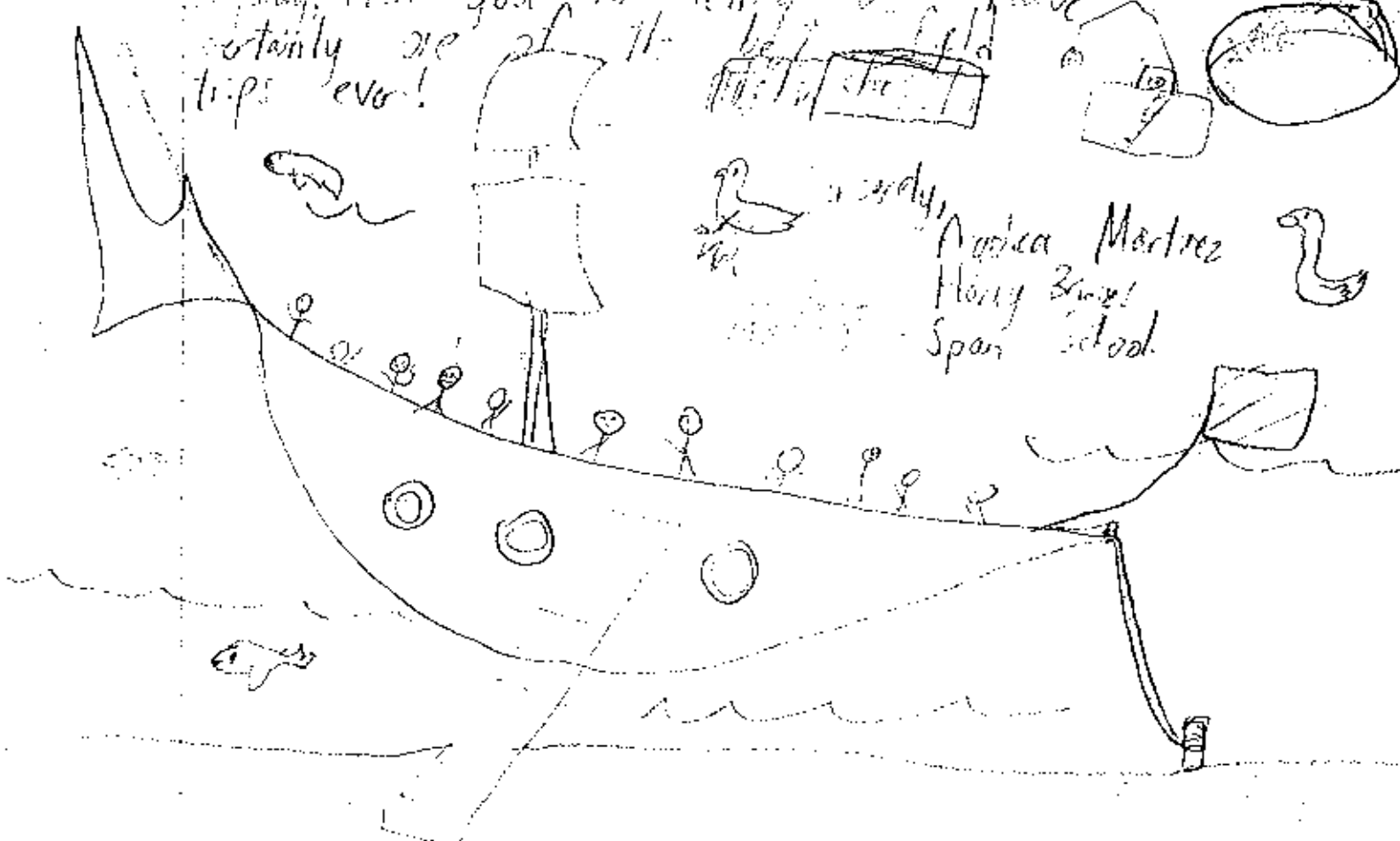


Personally, I think it was an amazing We had a great time, and we were able to see some amazing things. We also got to see some beautiful views, and part of the trip was fun. We also got to see some beautiful views, and part of the trip was fun.

We also got to see some beautiful views, and part of the trip was fun. We also got to see some beautiful views, and part of the trip was fun. We also got to see some beautiful views, and part of the trip was fun.

Thank you for letting us have a trip like this. We certainly are having a great time. We also got to see some beautiful views, and part of the trip was fun.

Sincerely,  
Ardena Martinez  
Honey Bee  
Spain School



Dear Trisha,

Thank you for coordinating our trip to the Port + the Maritime Museum. The fellows very much enjoyed themselves + learned a great deal they can apply to ~import/export in their home countries.

Thank you again + we hope to see you again next year.

-Beth Murgover + the MSU Humphrey Fellows