



Girl Scout Council Greater New York, Inc.
43 West 23rd Street
New York, New York 10010
Tel-212-645-4000 * Fax: 212-645-4599

Dear Leader:

In collaboration with the MTA New York City Transit, the Department of Youth and Community Development (DYCD) administers the Free Group Subway Transportation Program, and we are happy to be able to offer your troop their services. This service is only offer to our five boroughs Bronx, Manhattan, Queens, Brooklyn and Staten Island.

To request an ID Card or Certificates please clearly complete the Free Subway Pass Application and return it to Girl Scout Council of Greater New York **no later than three weeks** prior to the date of your trip. **Only the Leader of the troop can obtain an application.** The participating troop must be register for the fiscal year 2009-2010.

A non-expired MTA ID Card and two certificates will be mailed to you within **10 business days**. The leader is responsible for safekeeping of the MTA ID Card, if the card is misplaced or lost a **notarized letter** along with a new Free Subway Pass application is required. The Certificates and MTA ID Card are valid for travel on NYC Subways only (NO Buses, Path Trains, Metro North or Long Island Railroad).

One certificate is to be used per trip, please accurately and clearly complete the left side of the certificate before is presented to the MTA Agent at the station. The name of the Leader on the MTA ID Card must correspond with the certificate. The agent on duty will complete section A and B. The white copy will be use for the outbound trip and the yellow for the return trip.

New Subway Guidelines

Each Certificate is valid for no more than forty (40) girls (ages 5 through 18) and four (4) adults; and no less than five (5) girls and one (1) adult. The ratio is ten (10) girls to one (1) adult.

Hours for Use of Subway Passes

Monday – Friday 10:00 am – 2:00 pm Monday – Friday 7:00 pm – 11:30 pm
Saturday – Sunday 8:00 am – 11: 30 pm

Groups cannot travel during rush hour. Travel time is unlimited only on weekend and holidays!

If the troop is changing leadership, the new leader should be given the MTA I.D Card and any remaining certificates. When the troop takes a trip please notify your Service Center.

To request more certificates contact the Subway Pass Coordinator: Ana Santiago at 212-645-4000 extension 351 or email at asantiago@GirlScoutsNYC.org

Please be advised that NYC Transit may refuse entry into the NYC Subway system for violations of program guidelines. Violations of these guidelines may result in the termination of our organization program eligibility.

Sincerely,
Ana Santiago
Council Membership Registrar



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FREE SUBWAY PASS APPLICATION

Please provide Free Transportation MTA ID Card and Certificate to the Girl Scout Council Leader listed below:

Name: _____ Troop #: _____ S.U. _____

Address: _____

City, State and Zip Code: _____

Telephone No.: (Day) _____ (Evening): _____

Troop Meeting Site: _____

No. of trips taking this year: _____ Troop Register for FY 09-10 check one (Y) (N)

Site Address: _____

Number of girls: _____ Number of adults: _____

Has this troop changed leadership? If so, former leader's name: _____

Please check one:

- First time applying (needs ID card and certificates)
- Needs Certificates (has ID card)
- Lost ID card (Needs a Notarized Letter) Notary

 Troop Leader's Signature

 Date

Upon completing the necessary information, please return this application:
 Girl Scout Council of Greater New York, 43 West 23rd Street New York, NY 10010

Any questions please contact Ana Santiago, Subway Pass Coordinator at (212) 645-4000 ext 351 or email asantiago@GirlScoutsNYC.org

Office Use Only:

CERIFICATES: _____ MTA ID CARD # _____
 STAFF SIGNATURE: _____ DATE: _____
 Mailed / Pick-Up