

## Bus Tour Application

### Logistics:

- **Scheduling:** Tours are scheduled from April through October, Monday through Friday.
- **Location:** Your organization is responsible for identifying the bus pick-up location. Often this will be near the organization's office. Our policy is that the pick-up location should be within 20 minutes of the Oregon Convention Center during rush hour traffic.
- **Time:** The bus will arrive for pick up at **7:30am** and will leave promptly at **8:00am**. We will return to the original pick-up location around 12pm. There is an *optional* lunch discussion from 12pm-2pm.
- **Optional Lunch discussion:** Your organization will be responsible for securing the location for the lunch discussion as well as providing lunches for participants and our tour staff. The location of the lunch discussion should be the same location as the pick-up, as the bus will drop participants off at noon and then leave so participants will need to be near their cars.
- **Special requests:** Please make all special requests at the time of booking your tour. All requests need to be made **at least 3 months in advance**.
  - If needed, we can have a bus accessible for wheelchairs. Please give us as much advanced notice as possible as we have access to a limited number of wheelchair accessible buses. Our bus provider has a limited number of accessible buses and we may need to adjust your tour date depending on availability. Seating capacity on wheelchair accessible buses is decreased.

### In our evaluation of requests from groups for bus tours, we consider:

- When groups contacted us to request a bus tour;
- The nature and mission of the organization requesting the tour, including work being done in the organization related to equity; and
- The organization's relationship to FHCO's mission to end housing discrimination and ensure equal access to housing throughout Oregon.

**Please continue to next page to start application.**

**Agency:**

**Department:**

**Name of Primary Contact:**

- **Email:**
- **Phone:**

**Name of Secondary Contact:**

- **Email:**
- **Phone:**

**Preferred Month/Day of the Week/Date (for no preference put N/A):**

**Estimated number of participants:**

**Brief description of your organization/group:**

**Who will be on the tour (program staff, directors, volunteers, etc.):**

**How did you find out about our bus tour?**

**Why does your agency want to go on a tour about the history of housing displacement and discrimination? How do you see this tour informing your organization's work and/or business practices?**

**How does your organization's interest in our bus tour align with ending housing discrimination and ensuring access to housing opportunity in the state of Oregon?**