

## Guidance on Every Kid Outdoors Voucher Redemption

The guidance below is from the 2025 Interagency Passes SOP. Please refer to the 4<sup>th</sup> Grade Pass section of the SOP for further details on the Every Kid Outdoors program. All vouchers exchanged for passes must be redeemed into the voucher redemption website. Voucher numbers are used to measure the exchange/redemption rate at all agencies and to prevent misuse.

### Entering Voucher Number into Every Kid Outdoors Voucher Redemption Website

The paper voucher for 4th Graders and Gold Star Families includes a unique bar code that is used for tracking exchanges. The voucher number must be entered into the Every Kid Outdoors voucher redemption website. Sites with bar code readers can scan the voucher bar code to expedite serial number entries to the database. (See more information about bar code readers below). Enter all voucher numbers into the database within 2 weeks of receipt.

- Go to the Every Kid Outdoors website for administrators at <https://everykidoutdoors.gov/admin>
- Log in with your User Name and Password or request an account.
- Enter each voucher number (manually or using your bar code reader). See instructions at [https://everykidoutdoors.gov/admin/help\\_redeem\\_vouchers.htm](https://everykidoutdoors.gov/admin/help_redeem_vouchers.htm)
- Securely shred the voucher after the voucher number is entered into the voucher redemption database.

Note: Some agencies have integrated voucher redemption with their point-of-sale system. Refer to your agency-specific guidelines for more information.

### Student Groups, Field Trips, and Special Events

All 4th Grade Passes issued must be accounted for by generating a voucher and redeeming that voucher after the passes are issued. Vouchers can be generated by employees or educators.

- Employees and educators can generate individual vouchers (one per student) or a single voucher for the entire group (one barcode covering all students).
- Agency employees planning a school visit, field trip, or special event can first log in to <https://everykidoutdoors.gov/admin> then follow the instructions at [https://everykidoutdoors.gov/admin/help\\_generate\\_vouchers.htm](https://everykidoutdoors.gov/admin/help_generate_vouchers.htm).
- Educators such as school employees and home-school teachers can generate vouchers at <https://everykidoutdoors.gov/educators.htm>.

Example: An agency employee generates a single voucher for 58 students. The employee brings 58 passes to the school but only issues 55. The next day, the employee logs in to the voucher redemption website and enter the voucher number and the number of passes issued (55).

**Note: All vouchers exchanged for passes must be redeemed into the voucher redemption website within two weeks. The number of passes entered cannot exceed the number shown on the voucher. If you issued more passes than expected, generate and redeem a new voucher to record those passes.**