Association of Science and Technology Centers

ASTC Passport Program Requirements

Organizations must adhere to the following criteria to participate in the ASTC Passport Program. For any questions regarding the requirements, please contact passport@astc.org.

1. Minimum Membership Cost

Memberships that meet the minimum cost criteria are eligible to receive access to the Passport Program. It is up to each organization to determine which qualifying memberships receive access to the Passport Program.

Due to the complexity of conversion rates and the relatively small number of members outside the United States, international members are exempt from the minimum cost of membership. Each organization retains the discretion to determine which membership levels receive Passport benefits, including whether to extend access to discounted or needs-based memberships.

All eligible membership levels must adhere to the minimum membership cost.

- Individual membership minimum cost: **$40 USD**
  - This membership is for one individual only.
- Dual membership minimum cost: **$80 USD**
  - This membership is for two individuals—one of whom is the card holder.
- Group membership minimum cost: **$100 USD**
  - This membership is for two or more individuals.
- Access program or need-based memberships less than $100 USD still qualify as a Group membership.
  - Access or need-based memberships priced below $100 may also qualify, including but not limited to memberships for individuals in low-income situations, students, or recipients of public assistance (e.g., Section 8 housing).

2. Admission Policy

All participating institutions must adhere to the following admission policies for all eligible visiting members coming to your location and what you can share with your members to use when they visit other locations.

- Maximum of two adults and four children for qualifying Group memberships (including at least one cardholder).
- Maximum of one cardholder for qualifying Individual memberships.
- Locations that ALWAYS offer free admission must institute a standard alternative benefit.

- Standardized alternative benefits can include a 10% museum gift store discount or free parking.
- All standardized alternative benefits are approved by ASTC.

3. Distance Policy

Travel Passport Program guidelines for admission apply to all participating sites located outside a science center's or museum's local market area. Participating science centers and museums located within the same local market area are not required to offer free admission (or any alternative benefit) to each other's members.

- The local market area is defined as the geographical area within a 90-linear mile radius of a participating science center or museum.
  - **90-linear mile distance rule:** Organizations within 90 linear miles are not required to provide reciprocal admissions.
  - **Residency rule:** Users of the Passport Program must purchase a reciprocal membership within a 90-mile radius of their primary residence.
- It is up to each organization to choose whether to enforce them or not.
  - If an organization is enforcing these, "Proof of Residence Required" or "ID Required" are noted on their listing. The Passport Program, as administered by ASTC, is intended to be used as a travel benefit.
- The Passport Program is designed as a travel benefit, and users of the program are encouraged to purchase membership at a participating institution within 90 linear miles of where they live.
  - Memberships purchased outside a user's home area—such as in another state—do not qualify for reciprocal Passport admission.
- Participating science centers and museums within the same local market area are welcome to establish bilateral or multilateral partnerships among institutions in the same local market area (i.e., within the 90-mile limit). These are independent of and in addition to the normal ASTC Passport Program.

4. Operational Requirements

- The ASTC Travel Passport Program is open to all ASTC Member science centers and museums (SCM) that are open to the public for a majority of calendar days per year, with the general guideline of being open at least 250 calendar days.
- Institutions that operate multiple locations under a single legal or operating entity may participate as long as each location meets the minimum admission cost requirement and shares reciprocal benefits under one unified membership structure.
  - ASTC reserves the right to review each multi-location organization on a case-by-case basis, particularly when governance or membership access differs across sites.

- The ASTC Passport logo can be added to participating institution's website, email communications, and must be included on membership cards for all participating levels. Please refer to the Member and Passport Program Logo Brand Standards document when designing your print and electronic collateral that will incorporate ASTC logos.
- Participating institutions shall not transfer Passport Program benefits to their partners, affiliates, or any other related entity that is not also a Passport Program-participating ASTC member. Only those individuals whose membership fees were paid directly to a participating science center or museum shall be entitled to receive Passport Program benefits.

5. Cycle Updates

Science centers and museums that enter or leave the Passport Program, or enforce the residency rule, must inform ASTC during the appropriate enrollment/drop period outlined below.

ASTC will email Passport Program liaisons at participating organizations by April 1 and October 1 to provide adequate lead time for museums to notify their members of any changes. The decision to enter or leave the program or implement the residency rule becomes effective May 1 or December 1.

	May – October	**November - April**
Enrollment/Drop/Edit period	January 1 to March 31	July 1 – September 30
Draft List Shared	April 1	October 1
Draft Edits Due	April 10	October 10
Final List Distribution	by April 15[1]	by October 15[2]
Effective	May 1 to October 31	November 1 to April 30

[1] Dates are subject to change based on holidays and/or weekends, and that submissions are made in a timely manner.
[2] Dates are subject to change based on holidays and/or weekends, and that submissions are made in a timely manner.

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ASTC Passport Program Training Materials

The Passport Program is ASTC's reciprocal admission program. Participating science centers and museums enable their qualifying members to visit 350+ institutions worldwide. Below are different training materials to review and share with your staff to ensure cohesive communication with members.

Passport Program Liaison

As a Passport Program Liaison, you are the point of contact for your organization's participation in the Program.

You are responsible for:

- Confirming and/or updating your organization's Passport listing twice a year.
- Training and/or asking for assistance in training frontline staff about the Passport Program Guidelines and talking points.
- Providing feedback on the Passport Program.
- Providing proof of Passport participation on eligible memberships (e.g., ASTC logo).

Frontline Staff

As a member of the frontline staff, you are responsible for implementing the Passport Program at your science center or museum.

You are responsible for:

- Providing reciprocal admissions to eligible visiting members.
- Answering questions about the Passport Program.
- Selling eligible reciprocal memberships.