**GROUP PROGRAM REQUEST 2025**

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| **School/Group Name:** | | | |
| **School/Group Address:** | | | |
| **Name of Person Booking Field Trip:** | | | |
| **Work Phone:** | | | **Cell Phone:** |
| **Email:** | | | |
| **Name of Person Leading the Trip (write “same” if same as above):** | | | |
| **Work Phone:** | | | **Cell Phone:** |
| **Email:** | | | |
| **Title 1 School or Group? Yes/No** |  | **ELL Students? Yes/no** |  |
| **Students with special needs? Yes/no/explain** |  | | |
| **Will you be bringing junior counselors or CITs? If so, how many?** | | | |
| **What is your goal for this program?** | | | |

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|  | **1st Choice** | **2nd Choice** | **3rd Choice** |
| **How many days of field trips do you need?** | | | |
| **Date of Field Trip** |  |  |  |
| **Field Trip Title/Type (onsite or virtual)** |  |  |  |
| **# Students Projected:** |  |  |  |
| **Grade(s)/Ages(s)** |  |  |  |
| **Main Contact Each Day** |  |  |  |
| **Main Contact Cell Phone** |  |  |  |
| **Student comfort level in nature** (Completely comfortable, somewhat comfortable, somewhat uncomfortable, or new to the outdoors and nature): | | | |

**Program fees are listed on the last page of this document.**

**SERC Education Field Trip Policies**

*All visitors and program participants must adhere to SERC’s safety policy and follow instructions from SERC staff and volunteers. SERC reserves the right to end the field trip at any time, and your group will be invoiced for the entire trip, if participants persist in unsafe or disrespectful behavior after a verbal warning.*

To make a payment: Jeanine Young (M-F, 9 am-3 pm); at (443) 482.2202 Visa, Master Card, Discover, AMEX

Program Payment for all programs (virtual and in-person)- Field trip fees must be paid no later than 1 MONTH before your trip.

**Communication-** We will contact you with confirmation details 2 weeks before your trip. You must confirm the information a minimum of 5 days before your trip. If we don’t hear from you, we will consider the trip cancelled.

Changing Dates- We require 3 weeks’ notice for date change requests. There is a 25% program fee for changing, but there is no guarantee we can accommodate the request. Dates cannot be changed with less than three weeks’ notice.

Cancellation- Field trip fees are non-refundable except in the case of emergencies or weather and will be evaluated on a case-by-case basis. We require 3 weeks’ notice of cancellation. If you cancel before three weeks, then you will receive a 75% program refund. If you cancel with less than 3 weeks’ notice, there is no refund.

**Participant/Student Group Size-** Please limit the number of students to 120 per field trip. We can accommodate up to 60 students at stations at one time. If you bring 120 then you may be asked to split them up and have ½ do stations while ½ do a self-directed hike and then switch after lunch.

**Student Numbers-**Please realize that we carefully plan our program content, safety, materials, and staffing based on the number of students you provide:

* Please do not bring more than the confirmed number of students. If you bring more than confirmed we will charge a service fee of 10% of your program cost and may need to modify your program (this would be for 5 or more students).
* SERC Field Trips are designed to be for schools and students, they are not family trips, meaning that we request you bring no more than the maximum number of chaperones allowed.
* We realize that student numbers fluctuate. Reduced numbers are not a concern, but let us know.
* If you bring more than 60 participants then you may be asked to schedule a second program or break up your group.
* When booking programs we ask that groups be of similar grades/ages within at least 3-years or 3 grade levels.

**Need more information?** Contact Karen McDonald, (443) 482.2216 or [McDonaldK@si.edu](mailto:McDonaldK@si.edu)

**PROGRAM FEES**

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| --- | --- | --- | --- |
| **Age** | **Program** | **Group Size** | **Cost** |
| **All Ages** | **SERC Science Talk** | Up to 40 | Flat rate of $300 |
| **8-Adult** | **Guided Hike** | Up to 18 | Flat rate of $300 minimum |
| **6-Adult** | **Canoe**  **Excursion** | Up to 20 | 5-10 people flat rate $300  11-20 people flat rate $460 |
| **9 to Adult** | **Shoreline**  **Connections** | max group size 30 for multiple stations | **10-15 people, 4 stations ($300)**  **10-15 people, 2 stations ($250)**  **16-30 people, 4 stations ($510)**  **16-30 people, 2 stations ($460)** |
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| **5-8 yrs.** | **Exploring**  **Nature** | Maximum group size 30 for multiple stations | **10-15 people, 4 stations ($300)**  **10-15 people, 2 stations ($250)**  **16-30 people, 4 stations ($510)**  **16-30 people, 2 stations ($460)** |
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| **12-Adult** | **Biodiversity Field Study** | Up to 18 | **5-15 people flat rate of $300** |
| **12-Adult** | **Engineering a Blue Crab** | Up to 18 | $375 minimum, cost includes materials fees |