| **School/Group Name:** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **School/Group Address:** | | | | | | |
| **Name of Person Booking Field Trip:** | | | | | | |
| **Work Phone:** | | | **Cell Phone:** | | | |
| **Email:** | | | | | | |
| **Title 1 School? Yes/No** |  | **Bringing ELL Students?** |  | **Students with special needs? Yes/no/explain** | |  |
| **Student Experience/comfort level with nature (very, somewhat, not at all)** | | | | | | |
| **Student comfort level in nature** (Completely comfortable, somewhat comfortable, somewhat uncomfortable, or new to the outdoors and nature): | | | | | | |
| **Do you have any special restrictions or needs we should be aware of?** | | | | | | |
| **Please note, we require a 1:10 ratio of students to chaperones for grades 3-12, and 1:5 for K-2nd grade or special needs groups.**  We suggest leaving the head/lead teacher free to float to all the stations as needed. | | | | | | |
| **How many days of field trips do you need? Let us know if you need all 3 of your date choices.** | | |  | | | |
| **Date of Field Trip** | **1st Date Choice** | | **2nd Date Choice** | | **3rd Date Choice** | |
|  | |  | |  | |
| **Field Trip Title** |  | |  | |  | |
| We charge a flat rate by vehicle type:   * **1 Bus type A+B=** 10-29 passengers ($510) * **1 Bus type C=** 30- 50 students ($850) * **1 Bus type D=** 51-60 passengers ($1,020) * **1 Bus type CTL** (multifunctional smaller bus) = 10-15 ($300) * **1 Van 10-15 passengers**= $300 per van * **Multiple buses=** 61-80 passengers ($1,200) * **Multiple buses**= 81-120 passengers ($1,800) | | | | | **Vehicle type you’ll be bringing:** | |
| **# Students Projected:** |  | |  | |  | |
| **Grade(s)/Ages(s)** |  | |  | |  | |
| **Main Contact Each Day** |  | |  | |  | |
| **Main Contact Cell Phone** |  | |  | |  | |

**COVID-19 Rules and Regulations-** SERC Follows the CDC and Federal workplace guidelines for COVID-19 safety.

**Participant/Student Group Size-** Please limit the number of students to 60 per field trip for activities (4 hours= 4 activities), you can bring up to 120 students, but each student would only be able to do two stations. You will need 1 chaperone per each group of 10 students. Students must be accompanied to stations and can not be at an activity without an adult from your organization.

**Student Numbers-**Please realize that we carefully plan our program content, safety, materials and staffing based on the number of students you provide, and that are in your field trip confirmation form.

* We don’t have infinite elasticity and fluidity, we prepare your program based on the numbers you give us.
* We realize that student numbers fluctuate.
* Reduced numbers are not a concern as long as you pay the minimum program fee.
* We will contact you 1 week before your program to confirm student numbers and times as stated in your original confirmation form.
* If you bring more than 60 participants then you may be asked to schedule a second program or break up your group.

**Program Payment for all programs (virtual and in-person)-** Field trip fees must be paid up-front. Once you tentatively book your program ***you have 10 business days to pay or your date/time will be freed up for other groups.***You may pay by cash, credit card, or check. Call (443) 482.2216 to pay by credit card.

**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 will try to reschedule your group first, before considering refunds.** To cancel a reservation, please notify us at least five business days in advance by contacting (443) 482.2216 or [McDonaldK@si.edu](mailto:McDonaldK@si.edu)

**To make a payment: call Jeanine Young (M-F, 9 am-3 pm); at (443) 482.2202 or Lauren Nicol at (443) 482.2387. Visa, Master Card, Discover, AMEX**

**Dress Code-** For safety, all program participants must wear closed-toed shoes or sandals that have a back, no Crocs or flip-flops, or high heels. Students should also not wear crop tops that may expose themselves to cuts or abrasions, shoes, and clothes that cannot get wet or muddy, or any clothing with offensive logos or insignias. Failure to wear proper clothing may result in refusal of service or being asked to wear alternative clothing provided by staff.

**Weather-** If you have an outside activity planned, please make sure students have dressed appropriately for weather conditions, including extra water and sunscreen, raincoats, etc. If it is lightly raining we will still continue with programs. If there is heavier rain or a small craft advisory, we may, at SERC’s sole discretion, cancel the program or offer alternative activities or dates.

**Canoe Trips-** For students to participate in canoeing or kayaking they should be able to swim. We also require that air and water temperatures, combined, meet at least 100°F.

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