**SHORELINES FIELD TRIP/PROGRAM REQUEST FORM 2025**

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| --- | --- | --- | --- | --- | --- | --- |
| **School/Group Name:** | | | | | | |
| **School/Group Address:** | | | | | | |
| **Person Booking Field Trip:**  **Phone Number:**  **E Mail:** | | | | | | |
| **Main Person Leading Trip (write “same” if the same as above):**  **Cell Phone:**  **E-mail:** | | | | | | |
| **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, mixed)** | | | | | | |
| **What is the goal for your field trip?** | | | | | | |
| **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** | |
|  | |  | |  | |
| **Number of Students** |  | |  | |  | |
| **Grade(s)** |  | |  | |  | |
| **COST:** Flat rate by number of students   * 10-15 students ($300) * 16-29 students ($510) * 30- 50 students ($850) * 51-60 students ($1,020) * 61-80 students ($1,200) * 81-120 students ($1,800) | | | **Chaperones**  Our min requirements are:  K-2nd ---(1:5 ratio),  3rd-12th ---(1:10 ratio)-round up  The maximum # you can bring is the minimum number plus 5. | | | |
| **Cost** | $ | | $ | | $ | |
| **Payment is 3 weeks before field trip.** | Date Due: | | Date Due: | | Date Due: | |
| **Main Lead & Cell Number** |  | |  | |  | |
| **Secondary Lead & Cell Number** |  | |  | |  | |

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)