Logo

Description automatically generated

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| --- | --- | --- | --- | --- | --- | --- |
| **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)** | | | | | | |
| **Type(s) of vehicle passes** | | | | | | |
| * **Bus type A+B=** 10-29 passengers ($250/per bus) * **Bus type C=** 30- 50 students ($450/per bus) * **Bus type D=** 51-60 passengers ($500/per bus) * **Bus type CTL** (multifunctional smaller bus) = 11-25 ($250/per bus) * **Combination of Buses=** up 66-80 ($750 total per combination of vehicles) * **Vans 10-15 passengers**= $150 per van | | | | | | |
| **ONSITE PROGRAMS** | | | | | | |
|  | **Day 1** | | **Day 2** | | **Day 3** | |
| **Date(s) of Trip:** |  | |  | |  | |
| **Type and number of vehicle passes you will need (see above)** |  | |  | |  | |
| **# 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 outdoors and nature | | |  | | | |

**COVID-19 Rules and Regulations-** SERC Follows the CDC and Federal workplace guidelines for COVID-19 safety. Your group leader must sign a Google Doc stating that all members of the group will abide by SERC’s policies and regulations. Refusal to follow these guidelines may result in a refusal of service. The document and form will be provided by SERC staff.

**Participant/Student Group Size-** Please limit the number of students to 20 per field trip or 25 people total. You will need 1 chaperone per each group of 5 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 25 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 make every effort 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 (443) 482.2202.

**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 are 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 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)