| **School/Group Name:**   |
| --- |
| **School/Group Address:**  |
| **Name of Person Booking Field Trip:**  |
| **Work Phone:**  | **Cell Phone:** |
| **Email:**  |
| **Title 1 School or group? Yes/No** |  |
| **Is the person booking different from the person/people leading the field trip? (Yes/No)** |
|  | **Day 1** | **Day 2** | **Day 3** |
| **Date(s) of Trip:**   |   |  |  |
| **Time Entry field trips are 10 am-2 pm, canoe trips 9 am-11:30 am (usually) What are your proposed times?**  |  |  |  |
| **Name of Program** |  |  |  |
| **# Participants projected** |  |  |  |
| **Grade(s)/Ages(s)** |  |  |  |
| **Main Person in charge Each Day** |  |  |  |
| **Cell of person in charge this day** |  |  |  |
| **Name and cell of person carrying medications.**  |  |  |  |
| **Any ELL Speakers? If so what language?** |  |  |  |
| **How many chaperons will you be bringing; (1:5 ratio for K-2nd, 1:10 for 3rd grade up)** |  |  |  |
| **Any students with special needs/accommodations, health conditions, or allergies to fish, shellfish, bees, etc.?**  |  |  |  |
| **What type of vehicle(s) will you be arriving in?** School bus, charter bus, cars, vans, etc.?  |
| **NOTE: The Smithsonian requires masks for all programs that inside, or outside when social distancing isn’t possible.**  |
| **What is your group’s average comfort level in nature? (Somewhat comfortable, very comfortable, not comfortable at all, completely new to being outside)** |

**GENERAL RULES AND REGULATIONS FOR SERC FIELD TRIPS**

**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 30 per field trip or 40 people total.  There should be a minimum of one adult (18 and older) with each group, you will need a chaperone ratio of 1:10 for 3rd grade and older, and 1 to 5 for K-2nd grade. Students must be accompanied to stations and cannot 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.

●       If you bring more than 30 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

**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.

**Behavior-** SERC staff are responsible for group management, safety, and programming. However, we are not responsible for group behavior and behavior management. This is up to you and your chaperones/group. If program participants are disruptive or behaving in an unsafe manner, we reserve the right to pause or completely stop the program. Chaperones will be asked to aid at all stations and with students. If Junior counselors or chaperones are behaving in an unsafe manner, the same applies.

**Water-** all program participants, from chaperones to students, must bring a water bottle of at least 8 oz, regardless of weather. Water is not available for purchase. If your group does not have water, then we reserve the right to take time out of programs for water breaks or to refuse to conduct a program in hot conditions (though we may offer alternative activities, keep in mind program fees are nonrefundable).

 **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