

SERC PROGRAM REQUEST FORM ONSITE/HYBRID PHASE 4

[DATE]



Smithsonian Environmental
Research Center



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 (\$450 per bus)
- **Bus type C** = 30- 50 passengers (\$500 per bus)
- **Bus type D** = 51-60 passengers (\$600 per bus)
- **Bus type CTL** (multifunctional smaller bus) = 11-25 passengers (\$300 per bus)
- **Vans** = 10-15 passengers (\$250 per van)

ONSITE PROGRAMS

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	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.

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.

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- 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 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 (M-F, 9am-3pm); Visa, MC, Discover

Dress Code- For safety, all program participants must wear closed toed shoes or sandals that have a back (no Crocs, 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 at (443) 482-2216 or McDonaldK@si.edu.