

ACADEMIC PROGRAM REQUEST FORM (FIELD TRIPS)

School / Contact Information

School/Organization Name: _____
School District: _____
School Address: _____
Primary Contact Name: _____
Primary Contact Phone: _____ E-mail: _____

Event Information

Grade Level: _____ Number of Students: _____ Number of Chaperones: _____
Please note that we require a minimum 1:10 adult to student ratio. Adults are admitted at no charge up to a 1:7 ratio. Additional adults are charged the "per student" rate.
Special Needs: _____
Big Thought Learning Partners Voucher Number: _____ Approval Code: _____
Preferred date (available Tues-Fri): 1st choice: _____ | 2nd choice: _____ | 3rd choice: _____

Program Selection – See the Program Descriptions page for details about our programs and make a selection:

- Eco Investigations at Dogwood Canyon (pre-K – 12th grade)**
\$7.25/student – Min: 25, Max: 150 – 9:30 a.m. to 1:30 p.m.
- Audubon Conservation Workshop at Dogwood Canyon (3rd – 6th)**
\$7.25/student – Min: 25, Max: 150 – 9:30 a.m. to 1:30 p.m.
- Audubon Aquatic Adventures at Cedar Hill State Park (5th – 12th)**
\$1,000 for up to 60; \$1,280 for 61-80 students – 9:30 a.m. to 1:30 p.m.
- Non-TEKS aligned program: Guided Hike and/or Animal Encounter (select one or both) –**
*Pricing is per group of up to 25 people (adults & children), \$3/extra person. Max 35 per group.
No extra cost for unguided play in Nature Play and use of picnic tables.*
 - Guided Hike (approximately 30 minutes on Canyon Floor Trail) - \$50**
 - Guided Hike on West Loop Trail (approximately 1 hour) - \$75**
 - Animal Encounter - \$50**
- STEM Camp - Overnight Tent Camping Field Investigations at Cedar Hill State Park (5th – 12th)**
We will contact you to discuss your needs and provide a quote. Financial aid may be available for schools that serve a majority of students on the free & reduced lunch program. Ask for details. Min: 30 students.
- I would like to discuss a customized program at the Center or have Audubon come to my classroom**
We can bring our education animals and Academic Programs to your classroom or customize your experience at our Center. Please include an explanation of your needs and ideas with your request. We will contact you soon to discuss pricing.

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Additional Information

Note if you need an adjustment to the arrival or departure time: Arrive - _____ · Depart - _____

How did you hear about us? _____

Please note that all programs are presented in the English language. We can serve students that primarily speak languages other than English when the school or organization booking the program provides a translator or interpreter.

Payment Procedure and Policies

Payment Procedure

- Pre-payment is required.
- We will send an invoice to the primary contact e-mail above within 3-5 days of booking.
- When using an approved Big Thought Learning Partners voucher, the amount required from your organization (if any) will be based on the approved voucher amount.
- Pay close attention to the payment schedule in the invoice.
- Fees are non-refundable except in cases of inclement weather (see below).

Confirmation

- Reservations made 4+ weeks (28+ calendar days) in advance of the program date:
 - A **\$50.00 deposit is due within 14 days** of the invoice being e-mailed to the primary contact; and
 - The full balance is due 14 days prior to the program date.
 - When using an approved Big Thought Learning Partners voucher, the voucher serves as the deposit.
- Reservations made less than 4 weeks but more than two weeks (15-27 calendar days) in advance of the program date:
 - **Full payment is due within 14 days** of the invoice being e-mailed to the primary contact.
- Reservations made 14 calendar days or less in advance of the program date:
 - **Full payment is due at the time of booking.**
- Upon receipt of the deposit by Audubon, confirmation and pre-visit materials will be e-mailed to the primary contact.
- Failure to timely pay the invoice balance will result in program cancellation with no refund of the deposit.

Change in Program Attendance Numbers

- All modification requests must be in writing to dcac@audubon.org.
- Modifications can be made without penalty up to 14 calendar days prior to the program date.
- Modifications in the **student** headcount made less than 14 calendar days prior to the program date, or who are present on the day of the program exceeding the invoiced headcount will be charged **DOUBLE** the per student program rate.
- Modifications in the **adult** headcount made less than 14 calendar days prior to the program date, or who are present on the day of the program exceeding the invoiced headcount will be charged the **regular** per student program rate.
- Any charges due to excess attendance or change to headcount within the 14 days prior to the program date must be paid at Check In on the day of the program.
- Due to the logistics of the Audubon Aquatics Adventures Program and the STEM Camp, we may not be able to fully accommodate any excess students that arrive the day of the program. However, these students will be charged the applicable fees and the fees must be paid at Check In the day of the program. Additionally, these programs generally take place at an off-site location, such as Cedar Hill State Park, that charges an entry fee. Audubon covers entry fees for all students and adults for which payment is received prior to the program date. All other adults and students

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are responsible for any applicable entry fees. The organization scheduling the program is responsible for obtaining the correct entry fee amount and being prepared to pay entry fees upon arrival.

Cancellations

- All cancellation requests must be in writing to dcac@audubon.org.
- Cancellation requests received **14 or more calendar days** prior to the program date lose the \$50.00 deposit to cover Audubon’s administrative costs. If any other funds were paid, Audubon will refund within 45 days via check mailed to the organization’s address above. If Audubon requires a W-9, the organization agrees to provide the document to Audubon upon request.
- Cancellation requests received **less than 14 calendar days** prior to the program date will not receive a refund.
- If no cancellation request is received at dcac@audubon.org, no refund will be provided.
- See our Inclement Weather Policy

Date Changes

- All date change requests must be in writing to dcac@audubon.org.
- If we receive a date change request **14 or more calendar days** prior to the program date and can accommodate the request, the program will be rescheduled at no extra charge and without penalty. If a date change cannot be accommodated, the cancellation policy above applies.
- Date change requests received less than 14 calendar days prior to the program date are treated as cancellations.

Inclement Weather Policy

- Never assume that your program has been canceled.
- We hold Eco Investigations Programs, Conservation Workshops, and Animal Encounters rain or shine and cancel only when conditions are unsafe for travel. Students and chaperones should always come prepared for the possibility of spending time outdoors. If a rainy day suddenly becomes sunny, we may take advantage of the break in the weather.
- If you have booked an Aquatic Adventures Program, a Guided Hike, or STEM Camp, we will attempt to communicate with the primary contact as soon as possible if the weather forecast requires that we consider cancelling or postponing the program.
- If Audubon chooses to cancel a scheduled program, we will attempt to reschedule. If we are unable to coordinate another date, a full refund will be issued. We will call the phone number for the primary contact as soon as possible.
- Dogwood Canyon Audubon Center follows the Cedar Hill Independent School District inclement weather closings and delays. Programs are considered canceled in the event of an inclement weather closing or delay by Cedar Hill Independent School District.

By signing below, you are agreeing that you have read and understand Dogwood Canyon Audubon Center’s Payment Procedure and Policies hereinabove.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Submit Your Request

E-mail to dcac@audubon.org or fax to (972) 291-6430. Please call us at (469) 526-1980 to confirm fax receipt.

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PROGRAM DESCRIPTIONS

Eco Investigations at Dogwood Canyon (pre-K – 12th grade) - \$7.25/student – Min: 25, Max: 150

Our signature TEKS-aligned 4-hour program designed to strengthen critical thinking skills across multiple disciplines and incorporate hands-on, inquiry based learning strategies. Focus is on ecology and habitat of the canyon, scientific observation and identification skills, and stewardship of natural resources. Students explore adaptations, habitats, communities, and the escarpment ecosystem, documenting their discoveries with scientific tools and journals. Program can be customized to address specific benchmarks upon request.

Audubon Conservation Workshop at Dogwood Canyon (3rd – 6th) - \$7.25/student – Min: 25, Max: 150

Our Conservation Workshop is a 4-hour experience that engages students in problem-solving, critical and creative thinking, conservation action, and skills critical to building healthy communities and neighborhoods where nature thrives. This cross-disciplinary program takes a hands-on, inquiry-based approach linked with TEKS objectives across both social studies and science. Focused on the unique ecosystem of southwest Dallas County, students learn about ecology and natural resource stewardship and participate in an on-site conservation project.

Audubon Aquatic Adventures at Cedar Hill State Park (5th – 12th) - \$1,000 for up to 60 students; \$1,280 for 61-80, Max: 80

This 4-hour TEKS-aligned field investigation incorporates water testing, water bird migration, and a kayak excursion. Students participate in a water quality analysis of Joe Pool Lake, learn about the importance of healthy water in an aquatic ecosystem, and use various tools to conduct their own water quality tests using the scientific method. Students learn about the challenges water birds face during migration and the importance of protecting fragile aquatic environments. Students embark on a kayak adventure on Joe Pool Lake, observing the natural landscape and ecosystem. The aquatic food chain is discussed in comparison to terrestrial varieties.

Non-TEKS aligned programs: Guided Hike and/or Animal Encounter

This is a popular choice for camp programs and others interested in a guided visit without as much structure as our TEKS-aligned programs. Choose one or both of these programs for your visit. Most groups choose to picnic and explore our Nature Play area in conjunction with the program at no extra charge.

Guided Hike \$50-\$75 per group of up to 25 people (adults & children), \$3 per person over 25 – Max 35 per group

The guided hike may be on the shorter, relatively flat Canyon Floor Trail (\$50 - approximately 30 minutes) or on the longer West Loop Trail which covers a significant change in elevation (\$75 - approximately 60 minutes).

Animal Encounter \$50 per group of up to 25 people (adults & children), \$3 per person over 25 – Max 35 per group

The Animal Encounter is indoors with one of our education animals and is approximately 30 minutes.

STEM Camp - Overnight Tent Camping Field Investigations at Cedar Hill State Park (5th – 12th)

Students get a customized camping experience that meets academic and social needs. Field experiences will be correlated to specific needs and expectations identified by your organization. We provide tents, breakfast, S'mores, and other supplies as needed. Many of the opportunities available in our other programs can be combined into this program, including Aquatic Adventures, Guided Hikes, Conservation and others. Let us know your needs and ideas and we will contact you soon with a quote.

Customized programs at our Center or Audubon Outreach (we come to you!)

We can bring our education animals and Academic Programs to your classroom or customize your experience at our Center. Please include an explanation of your needs and ideas with your request. We will contact you soon to discuss pricing.