

## 2017-2018 ACADEMIC PROGRAM REQUEST FORM (FIELD TRIPS)

### School / Contact Information

School/Organization Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

School District (if applicable): \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### Event Information

Preferred date: 1<sup>st</sup> choice: \_\_\_\_\_ | 2<sup>nd</sup> choice: \_\_\_\_\_ | 3<sup>rd</sup> choice: \_\_\_\_\_

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 (with the exception of à la carte programming). Additional adults are charged the “per student” rate.*

We will do our best to accommodate students with special needs when advance notice is given. Please describe any special needs: \_\_\_\_\_

If using a voucher from Big Thought / Learning Partners, both fields below **MUST** be completed:

Voucher Number: \_\_\_\_\_ Approval Code: \_\_\_\_\_

**Program Selection** – See page 6 for more details about our programs and mark selections below:

<b>ECO INVESTIGATIONS</b>	<p><input type="checkbox"/> <b>Eco Investigations at Dogwood Canyon (pre-K – 12<sup>th</sup> grade)</b>  <i>This is our signature TEKS-aligned program.</i>  <i>Our hands-on Conservation Workshop is now incorporated into Eco Investigations!</i></p> <ul style="list-style-type: none"> <li>• 9:30 a.m. to 1:30 p.m. – If you need a different program start or end time, explain here. Earliest possible start time is 9:30 a.m. Arrive 15 minutes prior to your start time.</li> <li>• We require payment for a minimum of 25 students. We can accommodate up to 150 students.</li> </ul> <p><b>Choose one:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> With Reptile Encounter - \$7.95/student</li> <li><input type="checkbox"/> With Live Bird of Prey Encounter             <ul style="list-style-type: none"> <li>▪ \$11.95/student for 25-50 students</li> <li>▪ \$11.45/student for 51-75 students</li> <li>▪ \$10.95/student for 76-100 students</li> <li>▪ \$10.45/student for 101-150 students</li> </ul> </li> </ul>
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*Program options continued on pages 2 and 3...*

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A LA CARTE SELECTIONS – NON-TEKS ALIGNED PROGRAMMING

**A La Carte – Non-TEKS aligned (pre-K – 12<sup>th</sup> grade)**

*Create your own program by marking selections below.*

*We do not charge for self-guided use of Nature Play and picnic tables (table availability not guaranteed) before or after your paid programming. We also do not charge for self-guided hikes.*

*When planning a program that includes more than one group, select enough programming to accommodate each rotation. We can help with planning of large groups. Email [dcac@audubon.org](mailto:dcac@audubon.org) or call 469-526-1980.*

*Choose from programs and indicate desired start and end times below.*

**Animal Encounters**

**Reptile Encounter** (30-45 minutes per group of up to 35)

- \$60 flat rate for up to 25 people (including chaperones)
  - Add \$3/person for up to 10 more people for a max group size of 35
- For more than 35, we will create separate *non-simultaneous* groups and charge for each

**Live Bird of Prey Encounter** (30-45 minutes per *non-simultaneous* group)

- \$125 flat rate for up to 25 people (including chaperones) – presented in 1 group
- \$150 flat rate for 26-60 people (including chaperones) – presented in 2 groups
- \$200 flat rate for 61-100 people (including chaperones) – presented in 3 groups
- \$250 flat rate for 101-150 people (including chaperones) – presented in 4 groups

**Guided Hikes** – Trail descriptions available at <https://dogwoodcanyon.audubon.org/about/our-trails>

**Canyon Floor Trail** (approximately 30 minutes)

- \$60 flat rate for up to 25 people (including chaperones)
  - Add \$3/person for up to 10 more people for a max group size of 35
- For more than 35, we will create separate groups and charge for each

**West Loop Trail** (approximately 1 hour)

- \$85 flat rate for up to 25 people (including chaperones)
  - Add \$3/person for up to 10 more people for a max group size of 35
- For more than 35, we will create separate groups and charge for each

**Conservation Activity**

*Hands-on activity is chosen by Audubon and includes conservation lesson. Examples of activities include, but are not limited to, removing invasive plants or making seed balls.*

**Hands-on Conservation Activity** (30-45 minutes per group)

- \$60 flat rate for up to 25 people (including chaperones)
  - Add \$3/person for up to 10 more people for a max group size of 35
- For more than 35, we will create separate groups and charge for each

**\*Requested Guided Programming Times**

**Proposed Start Time:** \_\_\_\_\_ (no earlier than 9:30 a.m.)

*Arrive 15 minutes before your stated time to allow for parking and preparation*

**Proposed End Time:** \_\_\_\_\_ (no later than 4:30 p.m.)

*If an evening program is desired, please first contact us for pricing and availability*

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AUDUBON AQUATIC ADVENTURES	<p><input type="checkbox"/> <b>Audubon Aquatic Adventures at Cedar Hill State Park (5<sup>th</sup> – 12<sup>th</sup>)</b>  <i>Our aquatic program includes water quality testing, a kayak excursion, and a third activity based on availability of resources at the state park.</i>  <i>\$1,000 for up to 60 students; \$1,280 for 61-80 students (charged at flat rate)</i></p> <ul style="list-style-type: none"> <li>• 9:30 a.m. to 1:30 p.m. – If you need a different program start or end time, explain here. Earliest possible start time is 9:30 a.m. Arrive 15 minutes prior to your start time.</li> <li>• Students can spend more time on the water when you add extra time at the rate of \$140/hour.  <b>Number of hours:</b> _____</li> <li>• For more than 80 students, contact us for quote.</li> <li>• Pricing includes admission to Cedar Hill State Park for all students and chaperones up to 1:7 ratio. Additional chaperones will be charged \$10 each when reserved in advance, which includes park admission.</li> <li>• <b>Final student headcount and a list of all chaperone first &amp; last names is due to Audubon 14 days prior to program date. Students added or attending after this deadline will be charged \$40.00/student plus the change in rate tier if applicable. Audubon cannot guarantee kayaking space for unexpected participants. The number of kayaks brought to the program is dependent on student headcount. Extra unexpected chaperones that attend after the final headcount deadline will be required to pay admission of \$7.00/person directly to Cedar Hill State Park at the entry gate in addition to a fee of \$10.00/chaperone payable on-site in cash to Audubon.</b></li> <li>• Audubon cannot provide kayaking space for all chaperones. Chaperones will be permitted to kayak only as space allows.</li> </ul>
CAMPING	<p><input type="checkbox"/> <b>STEM Camp - Overnight Tent Camping Field Investigations at Cedar Hill State Park (5<sup>th</sup> – 12<sup>th</sup>)</b>  <i>We will contact you to discuss your needs and provide a quote. Min: 30 students.</i></p>
OTHER	<p><input type="checkbox"/> <b>I would like to discuss a <u>customized program at the Center</u></b></p> <p><input type="checkbox"/> <b>I would like <u>Audubon to come to my classroom</u></b>  <i>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.</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# 2017-2018 ACADEMIC PROGRAM REQUEST FORM (FIELD TRIPS)

## AGREEMENT OF POLICIES

**Review this Agreement thoroughly before signing it. Failure on your part to comply with all rules, regulations, and policies set forth in the Agreement may result in financial penalties.**

- We will send an invoice to the primary contact e-mail above within 3-5 days of receiving your request.
- **Payment is due in full 14 calendar days prior to the program date unless otherwise stated on your invoice.**
- **If the program is being booked within said 14-day period, payment is due in full at the time of booking.**
- **Failure to timely submit payment may result in cancellation of your program by Audubon.**
- 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. We REQUIRE both the Voucher Number and Approval Code for voucher redemption.

## HEADCOUNT/PROGRAM ATTENDANCE NUMBERS

- The invoiced amount is based on the number of students and chaperones stated in the Program Request Form.
- Any change in headcount must be submitted in writing to [dcac@audubon.org](mailto:dcac@audubon.org).
- Modifications to headcount 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, or for which we receive less than two (2) full business days' notice of participation. 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 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 AND DATE CHANGES

- See our Inclement Weather Policy below.
- All requests for cancellation or date changes must be in writing to [dcac@audubon.org](mailto:dcac@audubon.org).
- Cancellation requests received **14 or more calendar days** prior to the program will be refunded within 45 days, less an administrative fee of \$50.00. 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](mailto:dcac@audubon.org), no refund will be provided.
- 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.
- **If a program date is changed, payment remains due on the original payment due date as invoiced, which is 14 days prior to the original program date, or 14 days prior to the new program date, whichever is earliest. If the date change results in the program occurring within the following 14 days, payment in full is due immediately.**

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- Date change requests received less than 14 calendar days prior to the program date are treated as cancellations and, therefore, no refund is given.
- Date change requests are provided as a **one-time** only courtesy and may NOT be cancelled. If the program is not attended, no refund will be provided.

**INCLEMENT WEATHER POLICY**

- Never assume that your program has been canceled.
- We hold Eco Investigations Programs 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 the Policies hereinabove.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Submit Your Request**

E-mail to [dcac@audubon.org](mailto: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 – 12<sup>th</sup> grade)**

*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. **This program now incorporates a hands-on element, formerly booked separately as a Conservation Workshop.** Program can be customized to address specific benchmarks upon request.*

**A la Carte - Non-TEKS aligned programs: Guided Hikes, Animal Encounters and Conservation Activities**

*This is a popular choice for camp programs and others interested in a guided visit without as much structure as our TEKS-aligned programs. Create your own program with a combination of guided and self-guided activities as needed. Guided activities available include guided interpretive hikes, animal encounter and hands-on conservation activities. Most groups choose to picnic and explore our Nature Play area in conjunction with the program at no extra charge.*

**Audubon Aquatic Adventures at Cedar Hill State Park (5<sup>th</sup> – 12<sup>th</sup>)**

*This 4-hour TEKS-aligned field investigation incorporates water testing, a kayak excursion and a third activity based on availability of resources at the state park. 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 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. The third activity may include a guided hike or lesson on migratory water birds.*

**STEM Camp - Overnight Tent Camping Field Investigations at Cedar Hill State Park (5<sup>th</sup> – 12<sup>th</sup>)**

*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.*