



Field Trip/Program Request
1206 W FM 1382
Cedar Hill, TX 75104
Phone: (469) 526-1980
www.dogwoodcanyonaudubon.org

Step 1 Provide Information

School or Institution:

Grade Level:

Teacher Name:

School District:

Primary Contact Phone:

Primary Contact Email:

School/Institution Mailing Address:

School/Institution Phone:

City: State:
Zip Code:

School/Institution Fax:

Step 2 Select a Program

Note - Programs are not guaranteed until you receive written confirmation.

- Eco Investigations (preK-12th grades) # of students:
9:30 am-1:30 pm, \$6.75/student, Min 25/Max 150
- Audubon Conservation Workshop (3rd-6th grades) # of students:
9:30 am-1:30 pm, \$6.75/student, Min 25/Max 150
- Audubon Outreach (preK-12th grades) # of students:
9:30 am-1:30 pm, \$400.00/per class up to 30 students

Step 3 Accommodations

Do any of your students have special needs? _____
Please let us know in advance. We can provide accommodations.

Step 4 Select Dates

Please select three dates in order of preference. We schedule Tuesday through Friday.

1st Choice: / / 2nd Choice: / / 3rd Choice: / /

Step 5 Calculate Fees

Payment methods: credit card, purchase order, or check to "Dogwood Canyon Audubon Center".
Payment is due in full the day of your field trip/program.

Description	Amount	Price	Sub-total
Free Teachers and Adult Chaperones (1:7 required adult/student ratio)		x \$0.00	\$0.00
Paid Adults (\$6.75/adult for any adult over the required adult/student ratio)		x \$6.75	\$
Audubon Conservation Workshop (\$6.75/student)		X \$6.75	\$
Audubon Eco Investigations (\$6.75/student)		X \$6.75	\$
Audubon Outreach (\$400.00/per class up to 30 students)		X \$400.00	\$
		Total Amount Due=\$	

Arts Partners Group? Voucher Number: Approval Code:

Step 5 Send Us Your Completed Form

Email: mpaschke@audubon.org

FAX: (972) 291-6430, Attn: Melissa Paschke

Mail: Dogwood Canyon Audubon Center at Cedar Hill
Attn: Program Requests
1206 W FM 1382
Cedar Hill, TX 75104

Step 6 Receive Confirmation and Program Materials

Once your program request is processed, you will receive the following materials via email. Please share these materials with all teachers attending.

- Confirmation letter
- Invoice
- Student liability form - **No child will be allowed to participate without a liability form signed by their parent/legal guardian.**
- Tips for the day of your visit
- Directions to Dogwood Canyon Audubon Center
- Pre/post activities to help extend the Audubon experience into classroom and home

CANCELLATIONS, RE-SCHEDULING & CHANGE IN PROGRAM ATTENDANCE

Due to material production expense, programs are invoiced according to reservation numbers. All notices of cancellation, re-schedule requests and changes in number of students attending must be reported to Dogwood Canyon Audubon Center **five business days** in advance of the scheduled visit. No-shows and failure to provide adequate notification (five business days) of cancellation or decrease in numbers of students attending will forfeit full program fee; the program will be billed according to original reservation. Additional students attending the day of the program in excess of the reserved number will be invoiced at \$12 per student. Again, please notify us at least five business days in advance of any changes in number of students attending.

How did you hear about us?

- Word of mouth Advertisement Social Media
 Web Driving by Science Day at the Zoo



Internal Audubon Use Only

_____ Calendar _____ Confirm Mat. _____ Spreadsheet
_____ Resched./Canc. _____ A/P Confirm.