

**SCHOOL TOUR (field trip) 2011-2012 RESERVATION REQUEST FORM**

**Anita Purves Nature Center**

**To Schedule a School Tour**

- Field trips are offered Monday-Friday in the fall, winter, and spring.
- Please return your completed reservation form by 5:00 PM Friday June 17, 2011 for entry in the lottery.
- **All educators will receive confirmation by email.** Phone-in and late registration will be accepted beginning August 1, 2011 if time slots remain available.
- If you are requesting a **“Full-Bus Program”**, each teacher **must** fill out a form. Please submit both forms together. **Full Bus programs are NOT available at Meadowbrook Prairie.**

**FEE INFORMATION – Please read carefully.**

1. **DEPOSIT** – To ensure a reservation, all teachers must **submit a \$15 deposit for each program requested. Fee MUST accompany request.** This may be a personal check or school district check or purchase order made out to the Urbana Park District. (Requests without deposits are not considered unless space remains AFTER the lottery.)
2. **PROGRAM FEES** – The fee for each program is **\$35.00 for each elementary class up to 25 students, with \$1.00 for each additional student over 25. Preschool programs are \$25.00 per class.** The deposit will be applied toward program payment. Any remaining amount is due the day of the program.
3. **PROGRAM CANCELLATION** – If you decide to cancel a program for any reason, you must contact the Nature Center at least 10 (ten) business days before your scheduled program; *otherwise, your \$15 deposit will be forfeited.*

Name of School \_\_\_\_\_ Name of Teacher \_\_\_\_\_ e-mail \_\_\_\_\_

(email required)

School Address \_\_\_\_\_ Zip \_\_\_\_\_ School Phone \_\_\_\_\_

# of students \_\_\_\_\_ Age/grade level \_\_\_\_\_ Special Needs? \_\_\_\_\_

*Are you requesting a Full-Bus program?* (Busey Woods tours only) **Yes** **No** If so, name of partnering teacher \_\_\_\_\_

Would you like tables & chairs? (**\$10 fee**) **Yes** **No** **Fee must accompany request.** May be personal check or purchase order.

**When requesting a program, a *range* of times or multiple dates work best for Nature Center staff. We try to schedule your program for your requested date or as close to it as possible.**

**First Program Choice:**

**Program Title** \_\_\_\_\_ **Month/Day** \_\_\_\_\_ **Best Times** \_\_\_\_\_

**Second Program Choice:**

**Program Title** \_\_\_\_\_ **Month/Day** \_\_\_\_\_ **Best Times** \_\_\_\_\_

Are these dates **flexible?** **Yes** **No** **Are there any days, dates, or times we cannot schedule you for a tour?** \_\_\_\_\_

Are you interested in participating in more than one field trip? **Yes** **No**

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