

NATURALIST IN THE CLASSROOM 2011-2012 RESERVATION REQUEST FORM

Anita Purves Nature Center

To Schedule a Naturalist in the Classroom Program

- Programs are offered year-round; however, program availability may be limited in September/October and April/May.
- 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.

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 may be processed AFTER the lottery IF space remains.
2. **PROGRAM FEES** – **\$35.00 for each 1st-5th grade class up to 25 students, with \$1.00 for each additional student over 25. Kindergarten Programs are \$30.00 per class. Additional \$1.00/student fee over 25 also applies. Preschool programs are \$25.00 per class, up to 24 students. The deposit will be applied toward program payment. Any remaining amount is due the day of the program.**
3. **MILEAGE FEES** – All Naturalist in the Classroom programs **outside the Urbana-Champaign area will be charged an extra travel fee of \$0.48 per mile.**
4. **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? _____

Save us a trip! If other teachers from your school would like to have the same program presented, we can schedule up to three back-to-back programs in one day!
Are you requesting back-to-back programs? Yes No If so, what is/are the names of partnering teachers? If possible, please return your reservation forms together.)

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 program? Yes No

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