



RBAC Staff Initials:

**Today’s Date:**       **Teacher/Contact:**

**School/ Group:**       **Grade/Age:**

**School Address:**

**Daytime Phone:**       **Alternate (cell/emergency) Phone:**

**Teacher contact e-mail address:**

**Please Select Your Audubon Program(s):**

**Field Trips:** Bay Shore Studies 3rd Grade  4th Grade  5th Grade  6th Grade

**Number of Classes:**

**Number of Participants per class:**

Please provide each teacher’s full name, email, and direct phone (work or cell):

**Bay Shore Studies programs are available December through May, but are tide dependant.** Field trips are 2 hours in duration. Morning programs are 9:30-11:30am and afternoon programs are 12:30-2:30pm. If you need a different start time, you will need to arrange this with our education staff. Bay Shore Studies field trips cost $200 per class (~30 students). Limited scholarships are available for underserved and Title 1 schools.

**Preferred program month:**       **Second choice program month:**

**Preferred program day of the week:**       **Program start time:**

**Please list any dates you CAN NOT have a field trip:**

*Full payment is due once program dates and times are confirmed and your invoice has been received. Dates will be released if payment is not received within 1 month of confirmation. Checks should be made payable to Richardson Bay Audubon Center & Sanctuary. Refunds will only be made on cancellations received two weeks prior to the starting date of the program. A $50.00 processing charge will be retained. Cancelled programs may be rescheduled if alternate dates are available. Please read our rain policy carefully.*

**Special Notes:**

*RBAC is a wildlife sanctuary. Please help us preserve this wildlife sanctuary and natural habitat. While on the sanctuary, please be sure your students stay on trails and leave everything as they find it, including rocks, plants, animals, etc. Collecting is not permitted. Please inform students of our “Leave No Trace” policy by asking them not to leave litter behind.* ***Students must remain with their teacher at all times.***

*If you would like your class to come early or stay late and enjoy lunch on site, please let your day leader know ahead of time. Please remember you will need to pack out all of your trash and recycling.*

*Thank you for helping connect children with nature! We look forward to your visit.*