

Pheasant Branch Conservancy Field Trip Request Form

current as of Aug 2010

Trip Date: (to be completed by the Friends of Pheasant Branch coordinator)

Rain Date: (to be completed by the Friends of Pheasant Branch coordinator)

Today's date:

How do you know about us?:

Main contact person for this field trip (teacher/leader):

Phone: (Work/Home/Cell):

E-Mail:

School/Org:

Street Address:

City, State, Zip:

Program Requested (title):

Kindergarten Trees

Kindergarten shapes and colors hunt

1st grade Magic Bus Trip Into The Soil

2nd grade Plants

3rd grade Water

4th grade Web of Life

5th grade Landforms

Seed collecting

Garlic mustard or other invasives removal

Other, custom program _____

Number of classes coming together and number of students in each class:

Name of each teacher / leader whose students are participating AND their email and phone #:

1. _____

2. _____

3. _____

4. _____

5. _____

We need at least one chaperone per 10 students. Can you provide those parents or other chaperones?

Most of our field trips cost \$2 per student. If any of your students need a scholarship, please apply for assistance from available funds by listing how many students are in need:

Preferred Program Date(s) and Time(s) (be sure to list a main date and a rain date):

*note – dates and times will be discussed based on number of students on the field trip and naturalist availability.

Special Requests (check those that apply):

_____ **Special needs (please describe)** _____

_____ **Other**

_____ **Snack time built in**

_____ **Porta Potty needed**

Program Notes (any other requests or suggestions programatically that you'd like us to consider?)

****The rest will be completed by Friends of Pheasant Branch Education Coordinator****

Equipment Needs:

Space Needs:

Materials Needs:

Time Needs:

- 1.
- 2.
- 3.

Program Cost:

Mileage (@ \$.00/mile):

Total Cost:

**Return this form to Colleen Robinson Klug,
who is the Education Coordinator for the Friends of Pheasant Branch Conservancy**

email: education@pheasantbranch.org

OR

mail: 3440 High Point Road, Madison, WI, 53719

NOTE: There is a specific way to order a bus for field trips to the Pheasant Branch Conservancy. Colleen will give you instructions for ordering a bus for your field trip as soon as the dates are confirmed with Pheasant Branch naturalists. Thank you!!!