



Academic Program Request
 10750 Pleasanton Road
 San Antonio, TX 78221
 Phone: 210.628.1639
 www.mitchelllake.audubon.org

THIS FORM MUST BE RECEIVED BY MITCHELL LAKE AUDUBON CENTER TO RESERVE ANY PROGRAM DATES.

Step 1 Provide Information

School or Organization:	Title I? Y/N or N/A	Grade/Age Level(s):
Teacher/ Group Leader Name(s) PLEASE PROVIDE THE NAMES OF ALL PARTICIPATING TEACHERS/GROUP LEADERS:		School District:
Primary Contact Cell Phone:	Primary Contact Email(s) PLEASE PROVIDE THE EMAIL ADDRESSES OF ALL PARTICIPATING TEACHERS/GROUP LEADERS:	
School/Outreach Phone:		
School/Organization Mailing Address:	City:	State: Zip Code:

Step 2 Select a Nature of Learning Program

9:00 am-1:00 pm - Maximum 65 students in one day Tuition: \$6.50/student

School must provide One non-Mitchell Lake Audubon Center adult per 10 students - required, but free.

Parents are welcome to attend but will be charged regular entry fee (\$5).

Note: Programs are not guaranteed until you receive written confirmation. For more information about a specific program, please call Brittany at 210.628.1639 or email her at bgates@audubon.org

Programs

<input type="checkbox"/> Wet & Wild Wetland Researchers!	Wetlands are very important for south Texas plants, animals, and humans. Use the scientific method and help Audubon scientists check the health of local wetlands by investigating its inhabitants.	# of students:	# adults:
<input type="checkbox"/> Earth & Sky Eco-Investigators!	The rotation of the earth and the planet's revolution around the sun affect all of the earth's weather and climate and are the basis for creating south Texas rocks, soils and habitats.	# of students:	# adults:
<input type="checkbox"/> Amazing Avian Adaptations Bird Friends Forever!	Become a bird's best friend by learning about their amazing adaptations, surveying birds in their various habitats, and discuss their conservation in your community.	# of students:	# adults:

Step 3 Select Dates

(For program chosen above, please select dates and alternates. **REMINDER – MAX of 65 students per day**)

1 st Choice Set of Dates	2 nd Choice Set of Dates	3 rd Choice Set of Dates

Step 4 Program Guideline Acknowledgement

By signing this form, our school/organization agrees to the following:

- Mitchell Lake Audubon Center's cancellation policy: If we fail to attend or cancel within ten (10) weekdays of scheduled program *for any reason*, we will be responsible for 30% of the total based upon the number of participants indicated on this form. This fee will not be assessed if Mitchell Lake cancels the program.
- Mitchell Lake Audubon Center will not cancel programs in light-to-moderate rain or snow, MLAC believes there is ample opportunity for learning in this environment and provides students a unique opportunity to explore nature in various weather conditions
- Mitchell Lake Audubon Center does not conduct programs under the following conditions: Thunder and lightening in the area; heavy rain, sleet, or snow, or temperatures below 35°F.
- We will provide one NON- Mitchell Lake Audubon Center adult teacher/chaperone for every ten (10) children. Mitchell Lake Audubon Center is not responsible for student discipline.
- All Mitchell Lake Audubon Center Liability Waivers for children and adults will be signed prior to school/organization arrival at Mitchell Lake.
- We will review all students' liability forms prior to arrival to ensure they have been properly completed.
- Participants are **strongly urged** to carry plenty of water with them during the program. All should wear clothing appropriate for expected weather and close-toed shoes.
- All participants will adhere to program leader instructions provided while onsite.
- Both parties (Mitchell Lake Audubon Center and School/Organization) agree to mutually investigate any misconduct that results in vandalism, theft, or breakage of Mitchell Lake property and/or equipment.
- *Individuals allergic to insect bites/stings should bring any required antidotes or medications.*
- Cost per participant (students) is \$6.50 cash, check, and credit cards are accepted. **Payment is due on day of program unless otherwise arranged with Mitchell Lake Audubon Center Staff.** Returned checks due to insufficient funds will incur a \$30 fee.
- All participating teachers will complete written program evaluations which serve as an important component in Mitchell Lake Audubon Center's ongoing development of effective curricula and program delivery.

Primary Contact Signature _____

Date: _____

Step 5 Send Us Your Completed Form

- FAX: 210.628.1642
- Email: bgates@audubon.org
- Mail: Mitchell Lake Audubon Center
Attn: Brittany Gates
10750 Pleasanton Road, San Antonio, TX 78221

Step 6 Receive Confirmation and Program Materials

Once your program request is processed, you will receive:

- Confirmation letter with tips for the day of your visit
- Student and adult liability forms - **No child will be allowed to participate without a liability form signed by their parent or legal guardian.** Any child that arrives without a signed waiver will have to stay in the Visitor's Center supervised by a School/Organization adult.
- Directions to Mitchell Lake Audubon Center