



Guided or Unguided 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

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| School or Organization: | Title I? Y/N or N/A | Age/Grade 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/LEADERS: | |
| School/ Organization Phone: | | |
| School/Organization Mailing Address: | City: | State: Zip Code: |

Step 2 Select a Tour Option

School/Organization 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

An additional activity can be added to any of our programs for \$0.50/person to enhance the educational experience. Choose from Water Bug Discovery, Beaks & Eats, or Migration Madness

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|---|---|----------------|-----------|
| <input type="checkbox"/> Guided Tour | <i>With an expert guide by your side, explore the wonders of Mitchell Lake without any additional activities or programs. Experience the local flora and fauna as the students hike to Bird Pond and back. \$5/person</i> | # of students: | # adults: |
| <input type="checkbox"/> Unguided Tour | <i>Venture out on a self-led tour of our 1,200 acre preserve, equipped with a paper guide. Choose from different activities and Q&As to do with your camps. \$3.50/person</i> | # 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 Audubon Center cancels the program.
- Mitchell Lake Audubon Center will not cancel programs in light-to-moderate rain or snow, Mitchell Lake Audubon Center 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 lightning 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 Audubon Center.
- 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 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 Audubon Center property and/or equipment.
- *Individuals allergic to insect bites/stings should bring any required antidotes or medications.*
- Cost per participant is dependent on program. 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