



## Classroom Education Program Request

10750 Pleasanton Road

San Antonio, TX 78221

Phone: 210.628.1639

www.mitchelllake.audubon.org

### Step 1 Provide Information

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

### Step 2 Select a Classroom Education Program

\$75.00/hour, Max 35 students per session

Note: **Programs are not guaranteed until you receive written confirmation.**

<input type="checkbox"/> Wetland Ecology	# of students:
<input type="checkbox"/> Extreme Animal Adaptations	# of students:
<input type="checkbox"/> "Decomp Romp"	# of students:
<input type="checkbox"/> Sink to Sea	# of students:
<input type="checkbox"/> Owl Pellet Dissection	# of students:
<input type="checkbox"/> Physics of Flight	# of students:
<input type="checkbox"/> Why Can't Humans Fly?	# of students:
<input type="checkbox"/> Other: As Arranged with Education Manager Description:	# of students:

### Step 3 Select Dates and Times

Date:
Number of Sessions Requested per day:
Start and end times per session: Session 1: Session 2: Session 3:

### 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 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 hours indicated on this form. This fee will not be assessed if Mitchell Lake Audubon Center cancels the program.
- We will provide one teacher/chaperone for each session. Mitchell Lake Audubon Center is not responsible for student discipline.
- We will provide a computer, digital projector, and screen for Mitchell Lake Audubon Center's use for PowerPoint presentation.
- We will recommend students wear appropriate clothing that can get wet/dirty.
- 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.
- Cost per hour is \$75, cash, check, and credit cards are accepted. Payment is due on day of program unless otherwise arranged with Mitchell Lake Audubon Center Staff.
- 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: [jstush@audubon.org](mailto:jstush@audubon.org)
- Mail: Mitchell Lake Audubon Center  
Attn: Jacob Stush  
10750 Pleasanton Road, San Antonio, TX 78221

### Step 6 Receive Confirmation

Once your program request is processed, you will receive:

- Confirmation letter with tips for the day of our visit