

**THE WILDLANDS CONSERVANCY  
FIELD TRIP RESERVATION REQUEST  
for the 2010 - 2011 School Year**

Return this schedule ASAP. Fill out one form for EACH DATE requested after calling **909-790-3698** for availability. **Fax to: 909-797-7227**

A reminder will be faxed to you in the month prior to your scheduled date(s). If you would like confirmation before that time, please call **909-790-3698**.

**DATE and TIME of Participation:**

Date of Participation: \_\_\_\_\_  
(complete one form per date)

Arrange your transportation accordingly  
(mountain travel, loading students, etc.)  
to arrive and depart Oak Glen per schedule:

Your program **will begin at: 9:00 a.m.** in Oak Glen

Your program **ends at: 2:30 p.m.** leaving Oak Glen

**GRADE and ATTENDANCE:**

List students only, not adults. **CIRCLE ONE** grade level to be taught. If you are bringing a combination class, select one grade level desired for all students on your trip.

**3<sup>rd</sup>      4<sup>th</sup>      5<sup>th</sup>      6<sup>TH</sup>**

**TOTAL STUDENTS ATTENDING:** \_\_\_\_\_  
(Minimum of 50 and a maximum of 80 students per day)

Accurate numbers are imperative. Our funding depends on total annual attendance, and we must ensure that we schedule the correct number of employees (naturalists) for the day.

**SCHOOL CONTACT / FIELD TRIP SCHEDULER:**

**Person signing below will be the TWC contact.**

Confirmation will be faxed to this person. He/she is responsible for updating all attending personnel of field trip information and preparation procedures.

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**SCHOOL INFORMATION:**

School: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

District: \_\_\_\_\_ City: \_\_\_\_\_

Principal's name: \_\_\_\_\_

Lead Teacher for this date: \_\_\_\_\_

An emergency driver is recommended, but not required.

**PREPARATION INFORMATION**

**For Student Grouping, Name Tags, FAQ's, and other information to assist you in preparing for your field trip, refer to the Teacher Packet at:**

**[www.wildlandsconservancy.org](http://www.wildlandsconservancy.org)**

**INCLEMENT WEATHER INFORMATION**

*Cancellation due to environmental factors including inclement weather (rain or snow), extreme heat, wind, air quality, fire, icy road conditions, etc. will be determined on the day of the field trip. The management of the Outdoor Discovery Program will contact the school or a designated school official between 7 - 7:30 a.m. the morning of your scheduled trip. If earlier notification is desired, please supply a contact person's name, phone number, and time for contact prior to the field trip date. Should a school cancel prior to its field trip date based on predicted weather; a reschedule date may not be offered.*