



## Field Trip Registration

Contact Name \_\_\_\_\_

School/Facility/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

\*(all of this information is confidential and only used to contact you regarding field trips.)

### **Number Attending**

Students \_\_\_\_\_

Chaperones \_\_\_\_\_

Teachers \_\_\_\_\_

Classes \_\_\_\_\_

### **Date of visit (provide both day and date, e.g. September 23)**

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Third Choice \_\_\_\_\_

Arrival Time \_\_\_\_\_

Departure Time \_\_\_\_\_

**Special Needs:**

Please list any special needs (e.g. wheelchair) your students may have and the number of extra chaperones who will accompany them (in addition to the ones listed above).

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**Field Trip Type**

**Please circle what type of program you are interested in studying.**

- Animals
- Birds
- Trees
- Flowers
- Plants
- Insects
- Spiders
- Soil
- Pond Life
- Seeds
- Other

**Other from above detailed**

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**Allergies:**

Please list any allergies (e.g. foods, drinks, stings, bites, etc.)

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The cost per field trip is \$2.00 per person with a \$25.00 minimum. For our Naturalist to visit your facility during an Outreach Program the cost is \$2.00 per person with a \$50.00 minimum. We do not at this time accept credit cards or debit cards.

Please pay by check or cash. Checks should be made out to the Manchester Parks Foundation, the caretakers of Charlotte's Quest Nature Center. If you pay in cash, your payment must be exact for the number of visitors, as change cannot be made. To cancel or alter your field trip plans, please call 410-258-6357.

Any reductions in your reservation numbers or field trip cancellations need to be made up to 48 hours prior to your scheduled visit.

**Are you interested in a trip to our site or an Outreach Program?** \_\_\_\_\_ Trip to Charlotte's Quest  
\_\_\_\_\_ Outreach Program

I have read and will abide by the Nature Center's Facilities Use policies and information. I understand that inquiries are accepted on a first come first serve basis.

**Total enclosed for trips \$** \_\_\_\_\_

**Make checks payable to:**  
***Manchester Parks Foundation***

***Print and mail to Charlotte's Quest Nature Center  
Attention: Field Trip Reservation  
PO Box 864  
3400 Wilhelm Lane  
Manchester, MD 21102***