



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

THIS FORM MUST BE RETURNED TO MLAC WITHIN SEVEN (7) DAYS OF RECEIPT OF THIS FORM
 AFTER WHICH ANY REQUESTED DATES WILL BE RELEASED FOR OTHER PROGRAMS

Step 1 Provide Information

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

Step 2 Select a Nature of Learning Program

9:00 am-1:30 pm - Min 10/Max 50 – One non-MLAC adult per 10 students required
 Tuition: \$6.00/participant for non Title I Schools, \$5.00/participant for Title I Schools
 Note: **Programs are not guaranteed until you receive written confirmation.**

<input type="checkbox"/> Project Compass – Weather and Climate	# of students:	# adults:
<input type="checkbox"/> Project Compass – Rocks & Soil Ecology	# of students:	# adults:
<input type="checkbox"/> Project Compass – Adaptations	# of students:	# adults:
<input type="checkbox"/> Wetland Ecology	# of students:	# adults:
<input type="checkbox"/> Other: As Arranged with Education Manager Description:	# of students:	# adults:

Step 3 Select Dates

	1st Choice Set of Dates	2nd Choice Set of Dates
<input type="checkbox"/> Project Compass – Weather and Climate		
<input type="checkbox"/> Project Compass – Rocks & Soil Ecology		
<input type="checkbox"/> Project Compass – Adaptations		
<input type="checkbox"/> Wetland Ecology		
<input type="checkbox"/> Other:		

Step 4 Program Guideline Acknowledgement

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

- MLAC'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 MLAC cancels the program.
- MLAC 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
- MLAC does not conduct programs under the following conditions: Thunder and lightening in the area; heavy rain, sleet, or snow, or temperatures below 35°F.
- MLAC requires at least ten (10) students present to conduct a program with a maximum student capacity of fifty (50). We will not bring less than 10 and no more than 50 students per day unless previously arranged with MLAC staff.
- We will provide one NON- MLAC adult teacher/chaperone for every ten (10) children. MLAC is not responsible for student discipline.
- All MLAC Liability Waivers for children and adults will be signed prior to school/organization arrival at MLAC.
- 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 (MLAC and School/Organization) agree to mutually investigate any misconduct that results in vandalism, theft, or breakage of MLAC property and/or equipment.
- *Individuals allergic to insect bites/stings should bring any required antidotes or medications.*
- Cost per participant is \$6 for non-Title I and \$5 for Title I schools; cash, check, and credit cards are accepted. **Payment is due on day of program unless otherwise arranged with MLAC 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 MLAC'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: meckman@audubon.org
- Mail: Mitchell Lake Audubon Center
Attn: Michelle Eckman
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