



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

Academic Program Request
REGISTRATION OPENS MAY 1, 2012

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: **Reservations 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"/> Audubon Conservation Workshop (NEW!- only 10 sessions offered)	# of students:	# adults:
<input type="checkbox"/> Other: As Arranged with Education Manager Description:	# of students:	# adults:

Step 3 Select Dates

	1 st Choice Set of Dates	2 nd 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"/> Audubon Conservation Workshop (NEW!- only 10 sessions offered)		
<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: mcorso@audubon.org
- Mail: Mitchell Lake Audubon Center
Attn: Mandy Corso
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