



Field Trips to Hugh Taylor Birch State Park

PLEASE COMPLETE THIS FORM AND RETURN IT TO MICHELLE SCHMITZ,
MSCHMITZ@BIRCHSTATEPARK.ORG

THE SCHOOL WILL BE RESPONSIBLE TO BOOK THE SCHOOL BUS. FRIENDS OF BIRCH STATE PARK WILL MAKE A DONATION TO THE SCHOOL TO REIMBURSE THE BUS EXPENSE. A LETTER (ON LETTERHEAD) FROM THE SCHOOL PRINCIPAL EXPLAINING THE EDUCATIONAL SIGNIFICANCE IS REQUIRED TO HAVE PARK ADMISSION FEES WAIVED. PLEASE SUBMIT THE LETTER TO THE EMAIL ABOVE ALONG WITH FINAL HEADCOUNTS, AT LEAST 2 WEEKS PRIOR TO THE FIELD TRIP.

SCHOOL INFORMATION:

Name: _____

Address: _____

Principal Name: _____

Principal Phone Number: _____

Grade Level attending Field Trip: _____

Approximate # of Students: _____

Approx. # of Staff/Chaperones: _____

Day of Contact Person Name: _____

Day of Contact Phone Number: _____

Day of Contact Email: _____

Requested Field Trip Dates: _____

How does this field trip collate with your curriculum: _____

Are you interested in incorporating a Ranger Guided Program: O YES O NO

TRANSPORTATION INFORMATION: (TO BE COMPLETED BY SCHOOL STAFF)

Departure time: _____

Estimated time of Park Arrival: _____

Estimated time of Park Departure: _____

Number of Buses Needed: _____

Total # of Hours Bus Required: _____

FRIENDS WILL MAKE A DONATION TO THE SCHOOL AT A RATE OF \$58 PER BUS PER HOUR.



FOR ADMINISTRATIVE PURPOSES ONLY:

Confirmed Field Trip Date: _____

- Principal letter received
- Park Manager approval
- Photo Release
- Donation to school: \$ _____ Paid on: _____