

# Pheasant Branch Conservancy Field Trip Request Form

current as of 8/22/2017

## Information to Consider:

**Numbers.** We typically take up to 60 students at a time. For kindergarten and 1st grade we prefer up to 40 students at a time. If more than two classrooms will attend the field trip, we will divide the trip into two different dates or times of day to accommodate all of the classrooms but still keep small group numbers reasonable for a meaningful experience.

We need at least one chaperone per 10 students. Please make arrangements with parents or other adults to meet this ratio.

## Costs

1. Middleton Cross Plains School District (MCPASD) groups: Field trip expenses are covered by the Friends of Pheasant Branch Conservancy. Field trip transportation is paid for by the district. Ask us for details on ordering a bus when dates are finalized.
2. Other groups: Transportation is on your own. We accept donations for the field trip itself.

**MCPASD Busing.** A fund exists to pay for busing to the conservancy. We will give you instructions on how to order a bus once the dates are confirmed with our naturalists. Please do not order a bus through regular channels.

**Return this form to Anne Boucher**, the Education Coordinator for the Friends of Pheasant Branch Conservancy.

email: [education@pheasantbranch.org](mailto:education@pheasantbranch.org)

OR

mail: 1411 Squire Ct., Middleton, WI 53562

## Please complete the following information

Today's date: \_\_\_\_\_

How did you hear about us?: \_\_\_\_\_

Main contact person to coordinate with for all dates of this field trip (teacher/leader):

Phone: (Work/Cell/ Home): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

E-Mail: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of each teacher/leader whose students are participating AND their email and phone #:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Number of classes attending together: \_\_\_\_\_

Number of students in each class: \_\_\_\_\_

**Program Requested:**

- \_\_\_ Kindergarten Trees (1.75 – 2 hours in the Conservancy)
- \_\_\_ Kindergarten shapes and colors hunt (1.5 hours in the Conservancy)
- \_\_\_ 1<sup>st</sup> grade Magic Bus Trip Into The Soil (1 hour and 35 mins in the Conservancy)
- \_\_\_ 2<sup>nd</sup> grade Plants (2 hours in the Conservancy)
- \_\_\_ 3<sup>rd</sup> grade Water (2.5 – 2.75 hours in the Conservancy) *This is the only trip with rain dates.*
- \_\_\_ 4<sup>th</sup> grade Web of Life (1.75 hours in the Conservancy)
- \_\_\_ 5<sup>th</sup> grade Landforms
- \_\_\_ Seed collecting
- \_\_\_ Garlic mustard or other invasives removal
- \_\_\_ Other, custom program \_\_\_\_\_

**Preferred Program Date(s) and Time(s):**

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1. The more options you provide, the better likelihood of scheduling, so *list as many dates if possible.*
  2. In case of bad weather, field trips will be held indoors at your school with the exception of the 3<sup>rd</sup> grade water trip. When finalizing trip details, we will ask for rooms/school spaces that we can designate for field trip stations when the weather is too bad to go to the conservancy.
  3. If you are booking the 3<sup>rd</sup> grade water field trip, be sure to list options for main dates and rain dates.

**Special Requests (check those that apply):**

\_\_\_ Special needs (please describe) \_\_\_\_\_

\_\_\_ Snack time built in

\_\_\_ Other (please describe) \_\_\_\_\_

**Program Notes (Any other requests or suggestions, programmatically, that you'd like us to consider?)**

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**\*\*To be completed by Friends of Pheasant Branch Education Coordinator\*\***  
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Equipment Needs:

Space Needs:

Materials Needs:

Time Needs:

Trip Date:

Rain Date: