



# Chesapeake Bay Foundation

## *Environmental Education*

### **SCHEDULING PROCEDURE, PRICES & APPLICATION FOR ADULT GROUPS**

The Chesapeake Bay Foundation (CBF) offers environmental education programs for students and adults interested in learning about the Chesapeake Bay. For information about our programs, please visit [cbf.org/programs](http://cbf.org/programs) or contact our office for a catalog.

- Our facilities are available for church groups, clubs, nature organizations, work-related outings and others who want to book a program as a group.
- To schedule, please fill out the Adult Group application completely. Please be as flexible as possible about the date(s) you request. Indicate with an “X” each and every date your group is NOT available. We will make every effort to accommodate your request.
- In order to conserve resources, confirmations will be E-mailed to your Work E-mail contact information.
- To submit application:
  - **Apply Online:** prior to clicking “Submit by E-Mail” button on page 4 of PDF application, we recommend you save a copy for your records before you submit it. *You will receive an e-mail acknowledgment if the application was received.*
  - **E-Mail:** save PDF application to your files and e-mail to [educationcoordinator@cbf.org](mailto:educationcoordinator@cbf.org) . *You will receive an e-mail acknowledgment if the application was received.*
  - **Print:** You may also print your application and fax it to: 443-716-3016
  - If you have questions, please e-mail [educationcoordinator@cbf.org](mailto:educationcoordinator@cbf.org) or call 800-445-5572.

#### **MAC USERS:**

- A) If using Leopard or Safari browser, AND AdobePDFViewer plugin is installed, you should delete the plugin.
- B) If using the built-in Mac OS Preview tool, download and use Adobe Reader.



## ADULT PROGRAMS-GROUP SIZE REQUIREMENTS AND PRICE LISTS (pricing and information, as of 4/2015 )

PROGRAM	Min-Max # Participants	Adult Group Rates	Other Charges
<b>Maryland Programs</b>			
Arthur Sherwood Center	20-30	\$1000	
Baltimore Harbor Boat	20-28	\$1000	
Clagett Farm	23-30 <sup>a</sup>	\$1000	
Philip Merrill Center <sup>b</sup>	20-30/60	\$1000/\$2000	
Skipjack	20-24	\$1000	
<b>D.C. Program</b>			
Potomac River Boat	20-30	\$1000	
<b>Pennsylvania Program</b>			
Susquehanna Watershed (Canoe)	20-26 <sup>c</sup>	\$1000	
<b>Virginia Programs</b>			
Hampton Roads Boat	20-30	\$1000	
James River Boat	20-28	\$1000	
VA Canoe Program (Canoe)	20-26 <sup>c</sup>	\$1000	
VA Watershed Ed. Program (Canoe)	20-23	\$1000	
<b>Residential Centers</b>			
			<sup>d</sup> \$400 for ferry location other than Crisfield, MD
Fox Island <sup>d</sup>	15-20	\$5000	
Karen Noonan Center	18-22	\$5000	ferry n/a
Port Isobel Island East <sup>d</sup>	20-30	\$5000	\$150/person over 22
Smith Island <sup>d</sup>	20-30	\$5000	\$150/person over 22

**PAYMENT IS DUE AT LEAST 30 DAYS IN ADVANCE FOR DAY PROGRAMS  
AND AT LEAST 45 DAYS IN ADVANCE FOR RESIDENTIAL PROGRAMS**

Prices are for one and three-day programs. Half-day programs are \$500.

<sup>a</sup> Maximum number of participants per group for canoeing with Clagett Farm Program is 23 and for land-based program is 30.

<sup>b</sup> Philip Merrill Center may be booked for a single group (max 30) or double group (60). Refer to rates above.

<sup>c</sup> The maximum number of participants is based on the site. Moving-water sites accommodate a maximum of 23 people. Flat-water sites accommodate up to 26 people. Some sites are suitable for multiple programs to accommodate larger groups.

<sup>d</sup> Residential Centers: Food is **NOT** included; local meal options or sample menus are available upon request. For Smith, Fox, and Port Isobel Islands, 3-day program cost includes lodging and the ferry from Crisfield, MD (eastern shore). The Smith Point Ferry is available between April 15 and October 15 at a cost of \$400. The Onancock Ferry is also available for a cost of \$400 and is open year round.



Chesapeake Bay Foundation Bay Discovery  
**DAY** Program Application  
**ADULT** Groups - **SPRING 2016**  
**\*\*\*\*DUE November 13, 2015\*\*\*\***

FIELD CODE: _____	SCHEDULING OFFICE: _____
Program: _____	Fund/Rate: _____
Date(s): _____	Date Rcv'd: _____

**1. Contact Information: All Fields in RED Are Required.** Please give the contact info for the person who will be attending the program.

**GROUP CONTACT INFORMATION:**

Group/Name: \_\_\_\_\_

Type of Group: \_\_\_\_\_

Participants with Special Needs:  Yes  No

Work Address: \_\_\_\_\_

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

Co./Distr.: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Work E-mail\*: \_\_\_\_\_

\*Confirmation will be mailed to this address

Group Leader: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

**2. Education Program: Day Programs ONLY.** One program per application. You may select a 2nd choice for a program. If you need multiple programs, please use a separate application for each program.

1st Choice Pgrm: \_\_\_\_\_

1st Choice Loc: \_\_\_\_\_

2nd Choice Pgrm: \_\_\_\_\_

2nd Choice Loc: \_\_\_\_\_

Number of days you are requesting for this program: \_\_\_\_\_

Total number of participants per day: \_\_\_\_\_

Has your group previously attended a CBF program? \_\_\_\_\_

Notes:

**3. Date: Click box to indicate dates you are NOT available.**  =AVAILABLE  =NOT AVAILABLE

**March**

S	M	T	W	T	F	S
	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19
<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26
<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30	<input type="checkbox"/> 31		

**April**

S	M	T	W	T	F	S
					<input type="checkbox"/> 1	<input type="checkbox"/> 2
<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16
<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23
<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30

**May**

S	M	T	W	T	F	S
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14
<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21
<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28
<input type="checkbox"/> 29	<input type="checkbox"/> 30	<input type="checkbox"/> 31				

**June**

S	M	T	W	T	F	S
			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7				

\*I have marked an "x" all dates I am **not** available.

\*I understand that CBF cannot guarantee a field experience to my group.

# CHESAPEAKE BAY FOUNDATION FIELD STUDIES APPLICATION

Group: \_\_\_\_\_

Group Leader: \_\_\_\_\_

## Goals: Knowledge ⇄ Sensitivity ⇄ Action

This section helps CBF field staff plan your program. Please take a few minutes to consider your expectations.

How long have you been taking your group out with CBF?

0-1 Years

2-4 Years

5-10 Years

10 + Years

What is your purpose for this experience and what are your goals?

What would you like your group to learn?

What action will participants take as a result of your group's activities?

For more information about our programs, please visit our website: [www.cbf.org/programs](http://www.cbf.org/programs) and click on adults.

Submit By E-mail

**PLEASE NOTE:** If you wish to print and fax in your application, before printing be sure to complete ALL fields, including drop down selections. If you are using an Internet based e-mail program like yahoo, hotmail or gmail, you will need to save this document and attach it directly through your e-mail program and send it to [educationcoordinator@cbf.org](mailto:educationcoordinator@cbf.org). You may fax the application to 443-716-3016.

Receipt of applications will be acknowledged via e-mail.

Press this button to clear all values and reset the form.

Reset Form

**You will receive your program(s) confirmation or wait list status by mid June**