



Chesapeake Bay Foundation

Environmental Education Program

Scheduling Information and Application

FOR ALL TEACHERS AND GROUP LEADERS

RESIDENTIAL field programs: The application will cover *both* Fall and Spring seasons of the school year at one time so that you may plan ahead.

ONE-DAY field programs: Are scheduled 3 times per year, in the Fall/Spring/Summer.

SCHEDULING PROCEDURES AND RATES

Complete an application for *each field program* that you request. (One application is acceptable if you are marking 1st, 2nd and 3rd choices).

1. **PROGRAMS:**
 - a. Check one or indicate choices.
 - b. Indicate your preferred canoe, boating or ferry location after the program name (check cbf.org/programs for current list).
If you do not select a site, our field staff will select one with you after the date is booked.
2. **DATE(S):**
 - a. Specify dates you are **NOT available** by clicking "**X**" onto the calendar for each of those dates.
 - b. Indicate how many dates you will need with that program.
3. **GROUP SIZE:** *The number of participants includes teachers and chaperones.* Maximum numbers are listed on the second page of these instructions. If your group size exceeds the maximum number allowed for a program, you have two options:
 - a. Request two or more programs on the same date (we can attempt to put these at the same location), or
 - b. Request the program on multiple dates.
4. **DEPOSIT/PAYMENT:** Refer to Page 2 for Complete Rates & Funding Information.
 - a. Overnight experiences are charged a deposit for the minimum number of participants *even if you bring less than the minimum.* You will be invoiced for participants over the minimum, after the field experience.
 - b. One-Day programs are charged a flat rate deposit/payment.

When your group is booked, you will receive a confirmation letter via E-mail containing information on the program(s), date(s) and amount due. You must sign and return the confirmation letter and pay for One-Day Programs at least 30 days in advance and Residential Programs at least 45 days in advance of your scheduled date(s).

Cancellation Policy:

- Cancellations must be given via e-mail or by phone prior to your scheduled date(s): 30 days for One-Day Programs or 45 days for Residential Programs.
- **DEPOSIT FORFEITURE:** Cancellations by the group less than the required time before the scheduled date *will forfeit 50% of the deposit.* Insufficient notice of cancellation prohibits other groups from having adequate time to coordinate logistical arrangements and may jeopardize the ability to fulfill your preference for future program(s).
- Eligible refunds must be requested by group within 90 days following the scheduled field experience date(s)

Due to demand for our programs we cannot guarantee that you will receive the dates and/or programs that you request. If we are unable to book your preferred programs, we will attempt to offer you another program or alternate dates or put you on our wait list.

- **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 . *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.

Contact Us:
443-716-3016 (fax)
800-445-5572 (phone)
educationcoordinator@cbf.org

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.



Student Groups Field Education Programs

Rates and Funding Information

Please check CBF's website, cbf.org/programs, for the most current pricing and information, or contact the Education Scheduling Office at 800/445-5572 or educationcoordinator@cbf.org.

How To Apply

Applications for **Field Education Programs** are available per season at cbf.org/programs. Applications received after each Spring/Summer/Fall deadline are subject to program availability.

Group Size: The number of participants includes teachers and chaperones. If your group size exceeds the maximum number allowed for a program, you have two options:

1. Request two or more programs on the same date (we can attempt to put these at the same location);
2. Request the program on multiple days.

Funding/Grant Information

- **Chesapeake Bay Trust**, funded by Treasure the Chesapeake license plates, supplies schools with grants for environmental projects and field experiences. For further information on their application procedure, contact the Chesapeake Bay Trust, www.cbtrust.org or call 410/974-2941.
- **Virginia Schools:** The Virginia Department of Conservation and Recreation website maintains a current list of state, regional, and national grants. For more information, visit http://www.dcr.virginia.gov/virginia_naturally/grants.shtml
- **Pennsylvania Schools:** The Pennsylvania Department of Education's Meaningful Watershed School \$3,000 Mini-Grant Program provides funding to schools for field studies and restoration projects. For more information, visit www.depweb.state.pa.us (Keyword: EE Grants) or call 717/772-1828.

Group and Price Information for Students and Teachers				
<i>Prices are a flat rate for one-day programs and per person rate for residential programs.</i>				
Education Program	No. of Participants (includes chaperones) minimum-max	Min. Grade	School Rate	Non-School Rate
Maryland Programs				
<i>Arthur Sherwood</i>	20-30	4th	\$220	\$500
<i>Baltimore Harbor</i>	20-28	4th	\$220	\$500
<i>Clagett Farm</i>	23-30 ^a	4th	\$220	\$500
<i>Philip Merrill Center ^b</i>	20-30/60	4th	\$220/group	\$500/group
<i>Skipjack</i>	20-24	5th	\$220	\$500
D.C. Program				
<i>Potomac River</i>	20-30	4th	\$220	\$500
Pennsylvania Program				
<i>Susquehanna Watershed</i>	20-26 ^c	6th	\$220	\$500
Virginia Programs				
<i>Hampton Roads</i>	20-30	4th	\$220	\$500
<i>James River</i>	20-28	4th	\$220	\$500
<i>VA Canoe</i>	20-26 ^c	6th	\$220	\$500
<i>VA Watershed</i>	20-23	6th	\$220	\$500
Residential Centers				
<i>Fox Island ^d</i>	15-20	6th	\$100/person	\$100/person
<i>Karen Noonan Center</i>	18-22	6th	\$100/person	\$100/person
<i>Port Isobel Island East ^d</i>	20-30	6th	\$100/person	\$100/person
<i>Smith Island ^d</i>	20-30	6th	\$100/person	\$100/person

NOTES:

- Maximum number of participants per group for canoeing with Clagett Farm is 23 and for land-based program is 30.*
- Philip Merrill Center may be booked for a single group (max 30) or double group (max 60). Refer to rates above.*
- 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.*
- Residential Centers: For Smith, Fox, and Port Isobel Islands, cost includes the ferry from Crisfield, MD (eastern shore), and lodging for three days. Food is NOT included. The Smith Point Ferry is available between April 15 and October 15 at a cost of \$400. The Onancock Ferry is also available for \$400, year round.*