



Chesapeake Bay Foundation Environmental Education Program

Scheduling Procedures and Application For All Teachers and Group Leaders:

RESIDENTIAL field programs only: The application will cover *both* Fall and Spring seasons of the school year at one time.

ONE-DAY field programs only: The application is scheduled per each Fall/Summer/Spring season.

Complete an application for *each field program* that you request. (One application is acceptable for marking 1st and 2nd 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 same 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 educationcoordinator@cbf.org or by phone (800-445-5572) *30 days in advance for One-Day Programs* or *45 days in advance for Residential Programs* prior to your scheduled date(s).
- ***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 (cancellations received prior to 30/45 days deadline) must be requested within 90 days of the cancellation.

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, 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 mail or fax it to 443-716-3016.

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



Chesapeake Bay Foundation Environmental Education
DAY Program Application
STUDENT Groups - **SPRING 2016**
*******DUE NOVEMBER 13, 2015*******

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

1. Contact Information: All Fields in RED Are Required. Please give the contact info for the person who will be attending the program. Our staff **MUST** speak to the adult who will be in charge of the students.

School/Group Contact Information:

School/Group: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Co./Dist: _____ Phone & Ext: _____

Work E-mail: _____

Grp Leader/Teacher: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Home E-mail: _____

Group Leader who WILL BE ATTENDING:

Attended CBF's *Chesapeake Classrooms* Yes

Professional Learning: No

Has never been on a CBF field experience before

Has attended

1-2 years 3-5 years 6-10 years 10 + years

This information is required for funding purposes

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: _____

Notes:

Grade: _____ 25% or more FARM: Yes No

Students with Special Needs: Yes No

School for Special Needs: Yes No

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 understand that the less dates that I mark as **not** available, the better chance I have to be scheduled for a field experience.
- * I have marked an "x" (**NOT AVAILABLE**), all testing, PD, and school closing dates.
- * I understand that CBF cannot guarantee a field experience to my group.

CHESAPEAKE BAY FOUNDATION FIELD STUDIES APPLICATION

School/Group: _____

Teacher/Group Leader: _____

Goals: Knowledge ⇌ Sensitivity ⇌ Action

Please assist our staff in determining which activities would complement your learning goals.

Type of Class/Group: _____

What learning goals (i.e. Science or VA SOL's) would you like this program to support?

Are there specific concepts that you like students to experience and/or data to be collected during the program?

How will students use information and data collected on the program?

What lessons/activities will follow this program?

Submit By E-mail

PLEASE NOTE: If you wish to print and fax/mail 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. You may fax the application to 443-716-3016.

Receipt of online applications will be confirmed via e-mail. If you DO NOT receive a confirmation, it means we did not receive your application.

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