

McDowell Farm School Overnight Trip Planning Form

EMAIL to farmschool@campmcowell.org

*Please email this form **3 months** prior to your visit*

School: _____ Grade(s): _____ Reserved dates: _____

Address: _____ City/State: _____

Lead Teacher: _____ Email: _____

School Phone: (_____) _____ Cell Phone: (_____) _____

Secondary School Contact: _____ Email: _____

Arrival time: _____ (Mon 10/Wed 11 recommended) **Departure time:** _____ (12:45pm recommended)

Check if you need to leave *earlier* than 12:45pm → Check if you need a *sacked lunch* to go

How will your group be arriving? (#'s if known) _____ Bus(es) _____ Car(s)

STUDENTS: _____ # CABINS: _____ ~24 beds per cabin

ADULTS: _____ *including all teachers & chaperones* # FARM CREWS: _____ ~11-14 students per group

TOTAL: _____

Do you need separate lodging for teachers not needed in the cabins? If so, how many? _____

RESPONSIBILITIES OF MFS: Assist with pre-trip planning; provide complete educational programming; inform participants of their responsibilities, camp rules and emergency procedures; prepare meals and evening snacks; clean and maintain facilities and grounds; and provide a safe and wholesome atmosphere.

RESPONSIBILITIES OF THE LEAD TEACHER: Make a reservation (new schools- submit deposit) and return contract; arrange transportation; arrange for one physically-able chaperone for each cabin and field group; communicate with students, parents and chaperones about the trip; collect fees & medicines; email field group and cabin lists one month prior to trip; ensure health/waiver form is filled out for all; participate in the program with chaperones and students; and submit final payment.

DAMAGE: MFS reserves the right to send home any child who becomes ill, destroys property, behaves aggressively or takes any other action detrimental to other students or the program. The school will be responsible for providing transportation in such cases, and for any damage to the facilities and equipment. No refunds will be made under these conditions. MFS cannot be held responsible for loss or damage to property brought to the Center. Please encourage students to leave valuables and large amounts of cash at home.

INVOICE: On your last day, we will give you an invoice for the balance of your payment. Payment is due within 10 days after your trip.

I agree to the terms and agree that my group will abide by all McDowell policies.

Signature of Lead Teacher

Date

Please complete the next page

Overnight Trip Planning Form - Class Selection

Daytime Class Selection

CORE CLASSES - <i>all groups take these classes</i>	OPTIONAL CLASSES - <i>select 2 classes below</i>
<input checked="" type="checkbox"/> Farm Fauna <input checked="" type="checkbox"/> Farm to Table <input checked="" type="checkbox"/> Plant It, Earth Choose one focus area for Plant It, Earth: <input type="checkbox"/> Big Bug World (1-4th) <input type="checkbox"/> Irrigation Engineers (5-7th) <input type="checkbox"/> Sustainability (8th-12th)	<input type="checkbox"/> Canoeing <input type="checkbox"/> Farm Art <input type="checkbox"/> Hard at Work <input type="checkbox"/> Nature Hike

Night Program Selection

INDOOR	OUTDOOR
Alabama Unplugged (max 40 students) Barn Dance (great structure for large groups) Community Council School-Led Program	Campfire (great structure for large groups) Livestock Lullabies (max 40 students) Night Hike

Please list your **top 4** night program choices below:

1. _____ 2. _____ 3. _____ 4. _____

Final selections are made based on available spaces, weather conditions, and staff availability.

GROUP INFO

1. Have any of your teachers and chaperones attended the Farm School before? _____
2. Have any of your students attended the Farm School before? If so, how many? _____
3. Does your school have an outdoor garden/classroom?
If so, what is your students' participation in that program? _____
4. What specific student needs should we be aware of? (i.e. social/emotional/behavioral concerns, severe allergic reactions, physical limitations, learning needs, etc.)
5. Please list any objectives or goals that you would like to emphasize while you are here: