



U.S. Fish & Wildlife Service

Prairie Wetlands Learning Center
Fergus Falls Wetland Management District

Residential Trip Planner



Prairie Wetlands Learning Center

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Mission Statements

U.S. Fish & Wildlife Service

The mission of the U.S. Fish & Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, and plants, and their habitats for the continuing benefit of the American people.

Fergus Falls Wetland Management District

The mission of the Fergus Falls Wetland Management District is to identify, protect and restore the tallgrass prairie/wetland ecosystem and associated habitats, and to provide opportunities for outdoor recreation and environmental education.

Prairie Wetlands Learning Center

The mission of the Prairie Wetlands Learning Center is to provide environmental education opportunities for students, private landowners and the general public, and to foster stewardship by demonstrating the methods for protection, enhancement and restoration of the prairie pothole ecosystem.

Residential Trip Planner Purpose

This trip planner has been prepared to help plan a successful visit to the Prairie Wetlands Learning Center. The safety of students is our primary concern. Of course, having a rewarding educational visit is also important. Please be familiar with the Center's policies and procedures and call with any questions. We look forward to seeing you at the Prairie Wetlands Learning Center.

Contact Information

Prairie Wetlands Learning Center
U.S. Fish and Wildlife Service
602 State Highway 210 East
Fergus Falls, Minnesota 56537-4217

(218)-998-4480 (phone)

(218)-736-0941 (fax)

Email: prairiewet@fws.gov

Web Site: www.fws.gov/midwest/pwlc

Facebook: www.facebook.com/prairiewetlands

Introduction to the Prairie Wetlands Learning Center

History

The Prairie Wetlands Learning Center (PWLC) has its roots in the 1970s when a group of local conservationists envisioned a conservation education center in Fergus Falls. The Friends of the Prairie Wetlands Learning Center formed in 1989 to lead the efforts to make this vision a reality. The Townsend Waterfowl Production Area, owned by the U.S. Fish and Wildlife Service (Service), was selected as the site for the future learning center because of its proximity to Interstate 94 and the City of Fergus Falls. Environmental education programs began on the site in 1993.

The Service has acquired additional acreage over the years at the Townsend site with Federal Duck Stamp Funds, bringing the total property to its current 330 acres. In 1993, environmental education programs began in the remodeled barn located on the property, and the Prairie Wetlands Learning Center became a reality. A cooperative agreement was forged with the State of Minnesota, the City of Fergus Falls, and the U.S. Fish and Wildlife Service through the tireless efforts of the Friends of the Prairie Wetlands Learning Center, and a visitor center and dormitory were built on the site. The facility opened in August of 1998. An education wing with a greenhouse was added and opened in August 2008.

The Land

The Prairie Wetlands Learning Center (PWLC) includes 330 acres of native and restored prairie with 28 wetlands, 2 oak savannas, and nearly 3.5 miles of trails (some wheelchair accessible) that allows visitors to explore and discover the life of prairies and wetlands.

U.S. Fish and Wildlife Service staff actively manages the land for both wildlife and people. Scheduled prescribed prairie burns promote diverse plant and animal populations, and water control structures allow staff to control water levels in the wetlands. Non-native and invasive species are controlled by hand-pulling, cutting, spraying, and by the introduction of beetles and weevils, which consume them. Students grow native seedlings in the PWLC greenhouse and then plant them in the prairie to assist with restoration. They also harvest seeds and plant them directly in the prairie.

Facilities

The PWLC campus is completely accessible for people with disabilities and includes six classrooms, a greenhouse, an exhibit area, a gift shop, breakout lounges, a kitchen, a dining hall and administrative offices. The dormitory accommodates up to 80 students, chaperones or teachers. Two breakout lounges provide areas for small group sessions. Outdoor facilities include a boardwalk and aquatic study dock, amphitheater and trail shelter. The barn and surrounding lawn area provide additional teaching space for programs.

Facilities

Lodging

The Prairie Wetlands Learning Center dormitory contains 10 rooms that sleep eight individuals in each room. Each room has four sets of bunk beds with mattresses, lockable shower room, lockable toilet room and a vanity room with two sinks and storage for luggage. Three dormitory rooms have wheelchair accessible showers and toilet rooms.

PWLC interns are housed in the dormitory in a separate section and serve as overnight emergency contacts. The lounge on the second floor is reserved for Prairie Wetlands Learning Center intern staff only. It is off limits to students.

Dormitory exterior doors are locked at all times. Only the lead teacher and designated group chaperones will have keys. **Supervision of students in the Dormitory is the responsibility of the group leader and chaperones. No students should be in the Dormitory without an adult.**

Quiet time is from 10:00 p.m. - 6:30 a.m. for all members of the group. Group leaders are expected to enforce the quiet time as the days are full of activity and a good night's sleep is essential for all. Electric appliances (games, radios) and food or drink (other than water) are not allowed in the dormitory at any time.

We ask that all overnight visitors practice conservation manners while staying in the dormitory. This means turning off lights and water, closing windows and blinds, and maintaining a clean room. The air conditioning and heating system is centrally controlled and maintained at a comfortable level for the season.

Visitor Center

The Visitor Center and education wing include six classrooms, dining hall, kitchen, breakout lounge, reception and exhibit areas, the Bluestem Store and administrative offices. The reception and exhibit areas, administrative offices and store are open to the public during regular hours. Indoor access to the visitor center from the dormitory is via the link on the lower level of the buildings.

Many programs will make use of the exhibit area and classrooms. Please leave these areas in a suitable condition for the next group to use. Do not leave or store any materials in the Visitor Center. If storage space is needed, one of the Prairie Wetlands Learning Center staff will be happy to provide space in an appropriate area.

Food Service

The Prairie Wetlands Learning Center can provide contact information for choosing a local catering/food service business to provide meals. All meals are served in the dining hall. Teachers and chaperones are responsible for mealtime order and discipline.

The Prairie Wetlands Learning Center practices conservation manners at meals. This means using reusable dishes and silverware, no Styrofoam, and wasting as little food as possible. We encourage students to take only what they can eat and eat all they take. Everyone should bus his/her own dishes to the designated area and the dining hall should be cleaned after each meal/snack.

Snacks

We highly recommend that healthy snacks are provided by the catering service or brought by the group. Students in the field get hungry between meals. If the group brings the snacks, please use recyclable packaging, if possible, and remember that absolutely no food is allowed in the dormitory.

Emergency Information

Prairie Wetlands Learning Center Staff Contact

A Prairie Wetlands Learning Center staff member will be assigned to each group as the primary contact before and during the group's stay at the PWLC. They will work with the group leader to select environmental education programs for the scheduled visit. Upon arrival at the PWLC, the contact person will greet the group and help them settle into the dormitory. A staff person will be assigned as an overnight contact.

Medical Needs

Group leaders are responsible for having medical information about all members of the group, including adult chaperones, with them during the visit. Please alert the PWLC contact person regarding allergies or medical needs for group members. Any special needs, i.e. hearing impaired, mobility needs, etc. should be noted to ensure full participation for all members of the group.

The dispensing of any medication to group members by PWLC staff is prohibited. Group leaders and chaperones are responsible for the secure and safe storage and dispensing of any medication needed by students during the visit.

Emergency Information

All members of the staff are trained in community first aid and CPR and carry basic first aid kits during programs. In addition, first aid kits are located in several areas of each building. For medical situations that are beyond what can be treated by these first aid kits, a group leader should report the situation to any Prairie Wetlands Learning Center staff member. A hospital is located less than one mile from the PWLC, and 911 response is only minutes away. For medical conditions that do not require emergency transportation, the Prairie Wetlands Learning Center encourages all groups to bring an

extra vehicle for transportation. The PWLC is prohibited from transporting members of any program or class in personal or government vehicles.

The main telephone number for the Prairie Wetlands Learning Center is 218/998-4480 and is answered from 8 a.m. - 4:30 p.m., Monday - Friday. The voice mail system is available 24 hours a day for non-emergency messages. A 24-hour emergency number will be provided for each group.

Non-emergency messages will be delivered at the next meal. Emergency messages will be delivered immediately.

Fees and Funding

The Prairie Wetlands Learning Center is a facility of the U.S. Fish and Wildlife Service. All fees charged for the residential environmental education program are retained by the Prairie Wetlands Learning Center to pay for housekeeping and environmental education materials.

Lodging Fee Schedule

\$20 per person/per night, capped at \$80 per dorm room/per night

Scholarships and Yellow Bus Fund

The Prairie Wetlands Learning Center Scholarship fund has been provided by sportsman's clubs, foundations, and individuals to help schools participate in overnight visits. Funds are available to cover up to 25% of your cost to the PWLC for your **first** overnight visit to the Prairie Wetlands Learning Center. To apply, fill out and send the *Scholarship Application Form* found on page 18.

In addition, schools can apply for Yellow Bus transportation funds from the Friends of the Prairie Wetlands Learning Center. Complete and send the application form located on page 19 of the trip planner.

These applications need to be received by the PWLC early in the planning stage to ensure time for review and determination of available funds before your visit. Forms may be mailed to the PWLC, e-mailed to prairiewet@fws.gov, or faxed to 218/736-0941.

Scheduling a Trip

Scheduling an overnight visit with your class to the Prairie Wetlands Learning Center is easy, but does require advance planning. Group leaders should begin planning for a fall trip the prior spring or summer and a spring trip the prior fall. Follow these basic steps to start the process.

- Call the Prairie Wetlands Learning Center to determine available dates for the group to visit. It is a good idea to have several possible dates in mind when calling.
- Select a food service business and secure the dates for your visit, PWLC can provide a list of businesses.
- Complete any funding application forms and send to PWLC for determination.
- Complete and send roommate form found on page 16.
- A PWLC education staff member will be assigned to help your group leader create a program schedule for a rewarding educational visit. You will receive a confirmation letter via e-mail.
- Confirm buses, chaperones, permission slips, medical forms, date and time of arrival, program, and any special needs your group may have.

Arrival and Departure

Groups should plan to arrive at the Prairie Wetlands Learning Center by 11 a.m. Groups arriving later in the day will have shortened afternoon programs because of time considerations involved with check-in and orientation. After arriving, all groups will check into their dorm rooms and receive an orientation session from the Prairie Wetlands Learning Center staff. Environmental education programs begin immediately after lunch.

Prior to breakfast on the day of departure, students should pack and clean their dorm rooms. PWLC staff will check rooms prior to your group's departure. Most groups will depart after lunch as soon as the Dining Hall is clean. If time is short, perhaps your catering service could provide a box lunch to eat on the bus during the trip home. Be sure eating is allowed on the bus.

Additional Services and Charges

Some services, such as photocopying, are available at an additional charge. Also, charges will be made for damage to property, expendable educational materials, i.e. owl pellets, and lost keys.

PWLC Daytime Educational Programs

Please visit the PWLC web site at www.fws.gov/midwest/pwlc and select grade-level and season-specific field investigations. You may also access individual lesson plans for these field investigations on the web site. When booking your dates, please advise PWLC staff which field investigations you would like to use.

PWLC Evening Programs

Nature at Night (1.5 hours)

Students search for nocturnal animals and explore their adaptations, such as hearing, vision, and movement. Test their night vision and navigate safely in the dark, hoot for owls and listen for their reply, then end the experience with a Seton watch in the dark and journaling about it back inside.

Owl Prowl (1.5 hours)

Students carefully dissect and examine owl pellets. They match and group different kinds of bones and identify the owl's prey, then reassemble the bones with paper and glue. Lastly, students search for owls on a night hike.

**Additional program cost of \$2.00 per pellet. One pellet for two students is recommended.*

Star Light, Star Bright (1.5 hours)

Students lie on blankets on the barn lawn, observe the night sky, and listen to an Ojibwa story about the fisher (big dipper). They watch for shooting stars, satellites, light pollution, and look for their own constellations. Inside, they sketch their constellation and write a brief story about it, then share those stories visually and orally.

Prairie Pothole Service Learning Projects

The projects available allow the students to use their imagination and explore their skills. Students receive an introduction, materials and equipment, guidelines and rules to remember. Students work in teams, and all members of the team are expected to participate equally. PWLC staff will be available to help students, if the need arises.

Select from these projects:

- Remove invasive plants
- Cut Buckthorn
- Harvest prairie seeds (fall only)
- Plant prairie seeds
- Assist in the greenhouse
- Plant native plants
- Monarch butterfly tagging (August 15 through September)

Back inside, each team reports to the others about their project, what they accomplished, and why it was important.

Sample Schedules

Overnight Package #1 - Two Days, One Night (Weekdays)

Includes:

- One overnight accommodation
- Day 1 lunch, dinner and afternoon & evening snack
- Day 2 breakfast, lunch

Teacher Selects:

- Three daytime programs and one evening program

Day 1

11:00 a.m. Arrive at PWLC
11:15 a.m. Room Assignments/Check-in/Orientation
12:00 noon Lunch – brown bag or caterer
1:00 p.m. PWLC Field Investigation (1)
2:30 p.m. Rest Rooms and Snack
3:00 p.m. PWLC-Field Investigation (2)
4:30 p.m. School Conducted Activities and/or Free Time
6:00 p.m. Dinner
7:00 p.m. PWLC Evening Interpretive Program
8:30 p.m. Free Time and/or School Conducted Activities
10:00 p.m. Lights Out

Day 2

7:00 a.m. Packing and check out
8:00 a.m. Breakfast
9:00 a.m. PWLC Field Investigation (3)
11:00 a.m. Wrap up
12:00 noon Lunch
1:00 p.m. Load buses and depart for home

Overnight Package #2 - Three Days, Two Nights (Weekdays)

Includes:

- Two overnight accommodations
- Day 1 lunch, dinner and afternoon & evening snack
- Day 2 breakfast, lunch, dinner and afternoon & evening snack
- Day 3 breakfast and lunch

Teacher Selects:

- Five daytime sessions and two evening sessions
- One Prairie Pothole Service Learning Project

Day 1

11:00 a.m. Arrive at PWLC
11:15 a.m. Room Assignments/Check-in/Orientation
12:00 noon Lunch – brown bag or caterer
1:00 p.m. PWLC Field Investigation (1)
2:30 p.m. Rest Rooms and Snack
3:00 p.m. PWLC Field Investigation (2)
4:30 p.m. School Conducted Activities and/or Free Time
6:00 p.m. Dinner
7:00 p.m. PWLC Evening Interpretive Program
8:30 p.m. Free Time and/or School Conducted Activities
10:00 p.m. Lights Out

Day 2

7:30 a.m. Breakfast
8:30 a.m. PWLC Field Investigation (3)
10:00 a.m. Rest Rooms
10:30 a.m. PWLC Field Investigation (4)
12:00 noon Lunch
1:00 p.m. Overview of Group Project and Instruction by PWLC Staff
1:30 p.m. Prairie Pothole Service Learning Project
3:30 p.m. Rest Rooms and Snack
5:00 p.m. Free Time/Bluestem Store
6:00 p.m. Dinner
7:00 p.m. PWLC Evening Interpretive Program
8:30 p.m. Free Time and/or School Conducted Activities
10:00 p.m. Lights Out

Day 3

7:00 a.m. Packing and check out
8:00 a.m. Breakfast
9:00 a.m. PWLC Field Investigation (5)
11:00 a.m. Wrap up
12:00 noon Lunch
1:00 p.m. Load buses and depart for home

Group Management

When your group arrives at the Prairie Wetlands Learning Center, your contact person will greet you and help the group settle into the dormitory. Students locate their rooms, leave their gear and immediately meet in the Dining Hall for a welcome and orientation to the Prairie Wetlands Learning Center. (They can unpack later.) If your group is delayed, please call us en route so that we can alter your schedule.

The safety of students and all other visitors to the Prairie Wetlands Learning Center is our highest priority. All students must be supervised by an adult at all times. This includes meal times, free time, travel time between programs, during programs, and especially in the Dormitory. The Prairie Wetlands Learning Center is open to the public, as it is a part of the National Wildlife Refuge System. The Dormitory entrance doors are locked at all times; and only the lead teacher, Prairie Wetlands Learning Center staff and other adults the lead teacher designates will have keys.

Please emphasize to your group that only school/group chaperones, and uniformed Prairie Wetlands Learning Center staff and volunteers should be with their group.

Remind students that they are ambassadors for their school, town and the Prairie Wetlands Learning Center - this means treating fellow students, teachers, group leaders and staff with respect, and also respecting the equipment, facility, wildlife and grounds. Group discipline is the lead school teacher or group leader's responsibility, not PWLC staff. While we rarely have discipline problems, persistent disrespect, unsafe actions, disruption or other inappropriate behavior that prevents the group from enjoying their visit will result in a student being removed from the program or the facility.

At least one chaperone must accompany each ten students during your stay. Chaperones are encouraged to be active members of the group, but please remember that programs are conducted for the students to answer questions and participate in the activities.

Planning Checklist

As far in advance of your visit to the Prairie Wetlands Learning Center as possible:

- Call the Prairie Wetlands Learning Center at 218/998-4481 to inquire about dates and request a Trip Planner (or download it from the PWLC website).
- Review the Trip Planner for important information and instructions.
- Choose field investigations and evening interpretive programs
- Make reservations by calling the PWLC at 218/998-4481.
- Secure funding for the trip (scholarships available - see page 5).
- Arrange transportation, and at least one car for emergencies.
- Distribute medical forms, permission slips and trip information to parents.
- Arrange for chaperones.

Two to four weeks prior to visit:

- Complete and return the *Roommate Worksheet*, including chaperones
- Verify the time of arrival and departure with the PWLC.
- Review and prepare for any teacher led activities.
- Confirm all chaperones and review chaperone responsibilities and schedules.
- Confirm transportation.
- Distribute any additional information to parents (what to bring checklist, emergency contact information, etc.).

Two weeks prior to visit:

- Collect all student and adult medical forms and permission slips.
- Collect and organize all teacher led activity materials.
- Distribute and review what to bring and not to bring sheets with students.
- Remind that no food is allowed in the Dormitory rooms. Review appropriate clothing for the weather.

What to Bring Checklist (And What Not to Bring)

Students and adults are responsible for bringing all personal items and clothing, including bedding and towels. Make sure that your group brings clothing that is seasonally appropriate, including rain/snow/cold weather gear. Please have students label luggage and other personal items with their name and school as the Prairie Wetlands Learning Center cannot be responsible for lost or stolen items. We will mail items back to your school at your expense.

Try to limit luggage to a sleeping bag and a duffle bag, backpack or small suitcase. Each dorm room has cubbies to store personal belongings, but large suitcases can block exits.

| | | |
|---|---|---|
| <p>All seasons</p> <ul style="list-style-type: none"> ○ Backpack or small duffle bag ○ Sleeping bag ○ Pillow and pillowcase ○ Underwear ○ Socks (4 pairs) ○ Tennis shoes (2 pair) (Close-toed shoes or hiking boots) ○ Pants (2 pair) ○ Short sleeved shirts (2) ○ Long sleeved shirts (2) ○ Hat or Baseball cap ○ Towels and toiletry items ○ Pajamas ○ Plastic cup ○ Facial tissues ○ Sunscreen (even in winter) ○ Prescription medicine | <p>Summer, Spring and Fall</p> <ul style="list-style-type: none"> ○ Rubber boots ○ Rain gear ○ Jacket ○ Insect repellent ○ Shorts (summer only) <p>Winter</p> <ul style="list-style-type: none"> ○ Sweater ○ Long-sleeved shirts ○ Insulated parka or coat ○ Snowsuit or ski pants ○ Insulated gloves ○ Warm socks (2 pairs) ○ Insulated snow boots ○ Scarf and warm hat | <p>Extras</p> <ul style="list-style-type: none"> ○ Camera and film ○ Book to read ○ Binoculars ○ Sunglasses ○ Money for Bluestem Store <p>Leave at Home</p> <ul style="list-style-type: none"> ✗ Radios, iPods ✗ Electronic games ✗ Gum ✗ Sandals/flip flops ✗ Nail Polish ✗ Knives and other weapons ✗ Tobacco, alcohol, drugs |
|---|---|---|

The logo features a stylized, black, hand-drawn illustration of a grassy field or wetland area, with several curved lines representing blades of grass or reeds. Below the illustration, the text "Prairie Wetlands Learning Center" is written in a serif font.

Prairie Wetlands Learning Center

Dear Student:

We are excited about you visiting the Prairie Wetlands Learning Center, and we hope that you are, too! While you are here, you may explore the life in ponds and marshes, track animals, do research and help restore prairies. Be ready to get a little dirty and to be amazed by some of the unique plants and animals that live in the prairie pothole region.

You will be making friends with our team of educators who will lead many of the activities on our 330 acres. We hope that you will enjoy your experience while learning about the prairie and wetland habitats and why they are important.

At the Prairie Wetlands Learning Center, you will share a dorm room with seven other students and chaperones and work in teams to discover some of the mysteries on the prairie. One of your responsibilities will be to get along with your roommates and classmates during your stay.

The Prairie Wetlands Learning Center also has some expectations that you need to know. You should always follow the rules of your school, and the rules of the Prairie Wetlands Learning Center. You will also be assigned some duties for your group while you are here, such as setting the tables for meals or helping to clean up afterwards.

Finally, you should plan on an exciting nature experience while you are here. We look forward to seeing you soon.

Sincerely,

Your Friends at the Prairie Wetlands Learning Center



Dear Parent/Guardian:

Your child will be participating in an overnight environmental education program at the Prairie Wetlands Learning Center (PWLC). This could be the most exciting field trip your child takes this year or ever. The PWLC's professional staff of educators, college interns and dedicated volunteers will help ensure a rewarding educational experience for your child.

The Prairie Wetlands Learning Center is filled with opportunities for discovery and learning. With almost 4 miles of trails, 28 wetlands, 2 oak savannas and 330 acres of native and restored prairie, students will discover the wonder and mysteries of the natural world. The PWLC facility also includes six classrooms, a dining hall, exhibit area, dormitory, outdoor amphitheater and barn. Most activities are held outdoors regardless of the weather, but activities can be moved indoors if weather turns severe.

The health and safety of program participants is the PWLC's highest priority. All PWLC staff is trained in basic first aid and CPR, and carry first aid kits and two-way radios while outdoors. All participants stay in a modern dormitory with either seven or eight students in each room. In the event of an emergency, your child's teacher may make the decision to transport a student to Lake Region Hospital, located one mile from the PWLC. Parents will be contacted immediately.

Meals are served cafeteria style in the dining hall with students assigned to either set up or clean up for each meal. Meals are kid friendly and nutritionally balanced, so no one ever goes hungry! Special diets may be accommodated, so please make sure your child's teacher has informed the catering service.

Students phoning home can initiate homesickness. Students are not allowed to use PWLC telephones except in cases of emergency. Please refrain from calling your child. For emergencies, call the Learning Center at **(218) 998-4480** between the hours of 8:00 am - 4:30 pm, Monday through Friday. A phone number for after business hours will be sent with the confirmation to the school.

Please complete and return your school's permission, medical and photo release forms to your child's teacher prior to departure for the PWLC. Any student without completed and signed forms will not be allowed to attend the trip. Any medications are the responsibility of your child and the school. The Prairie Wetlands Learning Center staff is prohibited from dispensing any medication and from storing or carrying medications for your child.

The wind blows almost all the time on the prairie, even in the warm months. In the spring and fall, the weather can rapidly change from sunny and warm to overcast and cool. Help your child to pack using the following list:

| | | |
|---|---|---|
| <p>All seasons</p> <ul style="list-style-type: none"> ○ Backpack or small duffle bag ○ Sleeping bag ○ Pillow and pillowcase ○ Underwear ○ Socks (4 pairs) ○ Tennis shoes (2 pair) (Close-toed shoes or hiking boots) ○ Pants (2 pair) ○ Short sleeved shirts (2) ○ Long sleeved shirts (2) ○ Hat or Baseball cap ○ Towels and toiletry items ○ Pajamas ○ Plastic cup ○ Facial tissues ○ Sunscreen (even in winter) ○ Prescription medicine | <p>Summer, Spring and Fall</p> <ul style="list-style-type: none"> ○ Rubber boots ○ Rain gear ○ Jacket ○ Insect repellent ○ Shorts (summer only) <p>Winter</p> <ul style="list-style-type: none"> ○ Sweater ○ Long-sleeved shirts ○ Insulated parka or coat ○ Snowsuit or ski pants ○ Insulated gloves ○ Warm socks (2 pairs) ○ Insulated snow boots ○ Scarf and warm hat | <p>Extras</p> <ul style="list-style-type: none"> ○ Camera and film ○ Book to read ○ Binoculars ○ Sunglasses ○ Money for Bluestem Store <p>Leave at Home</p> <ul style="list-style-type: none"> ✗ Radios, iPods ✗ Electronic games ✗ Gum ✗ Sandals/flip flops ✗ Nail Polish ✗ Knives and other weapons ✗ Tobacco, alcohol, drugs |
|---|---|---|

If you have any questions or concerns about the Prairie Wetlands Learning Center facilities, personnel or programs, please do not hesitate to call me at 218/998-4483 or e-mail me at matt_conner@fws.gov.

Sincerely,

J. Matthew Conner
 U.S. Fish and Wildlife Service
 Director of the Prairie Wetlands Learning Center

Roommate Worksheet

Group Name: _____

Date of Overnight: _____

UPPER LEVEL

Please designate adults with an asterisk (*) next to their name.

| | |
|--|--|
| <p>Room #209 (wheelchair accessible)</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> | <p>Room #211</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> |
| <p>Room #212</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> | <p>Room #213</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> |

LOWER LEVEL - Roommate Worksheet

Please designate adults with an asterisk (*) next to their name.

| | |
|--|--|
| <p>Room #109 (wheelchair accessible)</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> | <p>Room #111</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> |
| <p>Room #112</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> | <p>Room #113</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> |
| <p>Room #114 (wheelchair accessible)</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> | <p>Room #115</p> <p>Roommates:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>Key: _____</p> <p>Returned: _____</p> |

School Scholarship Application

Today's Date _____ School Year _____ School District _____

School Name _____

School Address _____

Contact Person _____ Telephone _____

Fax _____ E-mail _____

Has your school visited the Prairie Wetlands Learning Center (PWLC) before? _____

When? _____ Day Use or Overnight? _____

Have you visited other environmental education facilities? _____

Which ones? _____

When? _____ Day Use or Overnight? _____

How many students do you anticipate bringing? _____ Grade Level _____

What time of year would you like to visit? _____

How many nights would you prefer to stay? _____

What is the amount of funding assistance you would need to bring your students to the PWLC for an overnight experience? _____

Do you anticipate having to do supplemental fundraising or having to charge students to visit the PWLC? _____ About how much? _____

Please make any comments that would help us decide how to allocate available funds to your program.

Please return this form to: Prairie Wetlands Learning Center
School Scholarship Program
602 State Highway 210 East
Fergus Falls, Minnesota 56537-4217

Prairie Wetlands Learning Center Use Only

Date Received _____ Date Reviewed _____ Funded _____

Date Contacted _____ Amount Funded _____ Date Booked _____



Prairie Wetlands Learning Center
Fergus Falls Wetland Management District

Application for Yellow Bus Transportation Funds

The Friends of the Prairie Wetlands Learning Center have received a grant from The Donald Weesner Foundation to fund school bus transportation for groups needing financial assistance for student field trips to the Prairie Wetlands Learning Center (PWLC). Additional donations have also been received from private donors. To request transportation funds, please complete and submit this application to the address listed below. Application must be received, reviewed and award letter e-mailed/faxed to you before your visit.

Today's Date School Year School District Number

School Name

School Address

Contact Person Telephone

Fax E-mail

Has your group visited the Prairie Wetlands Learning Center (PWLC) before?

If so, when?

How many students do you anticipate bringing? Grade Level

What is the dollar amount of funding assistance you would need to transport your students to the PWLC for your visit?

Date of scheduled visit?

Please return this form to: Prairie Wetlands Learning Center
Transportation Funds
602 State Highway 210 East
Fergus Falls, Minnesota 56537-4217

E-mail to prairiewet@fws.gov Or fax to: 218/736-0941

Prairie Wetlands Learning Center Use Only:

Date Received Date Reviewed

Funded Y or N Amount Funded

U.S. Fish & Wildlife Service

Agreement for Use of Images and Likenesses in Service Products

Instructions

A signed release is required from Non-Service subjects appearing and requiring identification in all photographs and videos taken by Federal Employees or their agents. In the case of minors, the parent or guardian must sign the release. Completed forms are maintained at the originating office and copies are sent to the Regional External Affairs Office prior to use in any Service Product.

Photographer/Videographer: _____

Office and Phone: _____

Photograph and Video Copyright Release

I hereby grant permission to the U.S. Fish and Wildlife Service ("Service") to make visual and/or audio recordings and still images of myself and/or any minor under my control at the time of the recording. I also grant permission to the Service to use my photographic, video graphic, and/or audio image and/or likeness and/or any minor's photographic, video graphic, and/or audio image and/or likeness, who is under my control at the time of the recording, in official Service publications, displays, on the Internet and its World Wide Web Site without any consideration. These images are for public domain use unless specific restrictions are noted below. I also understand that a computer user in or out of the Service can download the images, photographs, video recordings, and/or audio recordings. The image will be credited to the U.S. Fish and Wildlife Service unless otherwise noted below.

Therefore, I agree to indemnify and hold harmless from any claims the following:

- U.S. Fish and Wildlife Service
- U.S. Department of the Interior
- All employees or agents of the Department of the Interior

I agree to the above full copyright release: _____ (Signature)

OR

Special Agreement Instructions (purchase information, usage restrictions, etc.):

Product Description (image number, subject, horizontal/vertical, location, title, etc.):

Name: (Adult or Guardian) _____

Name: (Minor) _____

Address: _____

Phone: _____

Signature: _____ Date: _____



Sincerely,