



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Sacramento National Wildlife Refuge Complex
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 Office (530) 934-2801 Fax (530) 934-7814

<http://www.fws.gov/refuge/Sacramento/ForEducators.html>

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Field Trip/Event Reservation Application 2016-2017

Section I: Group Information

School/Organization:	Contact's Name:	First trip to refuge? ___ Yes ___ No
Mailing Address:	Email Address:	___ Yes—Please include me on program email updates (~2/yr)
Other teachers/leaders who will attend:	Phone:	# of Students/Adults _____ / _____
Refuge you plan to visit: ___ Sacramento; ___ Colusa; ___ Llano Seco	Best time to call:	Grade Level:

Section II: Field Trip Information

Programs are available Tuesday through Sunday from late October - February. We recommend a maximum of 60 students per trip. Each Refuge-led educational program has a maximum of **35 students**. We recommend having a 10:1 student to adult ratio. This allows the students to have the best experience possible.

Date of Visit: (1st choice)	2nd Choice:	3rd Choice:
Arrival Time:	Departure Time:	___ Yes—we plan to drive the auto tour
Transportation (how many to receive fee waivers): Buses: _____ Vans: _____ Automobiles: _____		___ Yes—we plan eat at the platform

- Describe what you are studying or what you hope to gain from this field trip.

- Please use this space to explain any special needs, and/or special considerations.

Section III: Program Information (please refer to the program description sheet for more information)

Groups can register beginning on August 10. Reservations must be made *at least two weeks* in advance. If we do not receive your registration form, a date cannot be reserved for you. Confirmation letters/emails will be sent out beginning in mid-October or after your program has been scheduled. Fill out a separate form for each day you plan to visit. To help accommodate all groups, please contact the Complex if you need to cancel or reschedule. **Please send in this form even if you have already spoken with refuge staff on the phone.**

**For the 2016-2017 season, there are 2 naturalists that will be able to lead activities. Please read the educational activities description sheet and list the activity (including the auto tour) below with the preferred start and end times. Plan to have your first activity start about 15 minutes after your planned arrival to allow time for the use of restrooms. Feel free to contact the Complex if you have questions.

*If conducting the auto tour, please write it in below and plan on at least 1 hour for the group. If you are planning to eat lunch at the platform, allow at least 1½ hours with the platform being about 30 minutes away from the Visitor Center. The auto tour is the best way to see large amounts of wildlife.

**If scheduling a Junior Duck Stamp Outreach Program for your classroom, please use that specific reservation form.

Time Schedule	Group 1 (max 35)	Group 2 (if necessary)	Group 3 (if necessary)
	<i>Program</i>	<i>Program</i>	<i>Program</i>

If you have any questions or concerns about programs or scheduling a visit. Please do not hesitate to contact Lora Haller at lora_haller@fws.gov or (530) 934-2801.