



Ohio River Islands National Wildlife Refuge
3982 Waverly Rd Williamstown, WV 26187
Phone: 304-375-2923/Fax: 304-375-2926
michael_schramm@fws.gov

Field Trip Reservation Packet

Information Page

Dear Educator,

Thank you for the work you do to help your students learn about the natural world around them. We look forward to working with you to design a field trip that will be educational, fun, and an extension of your classroom learning.

Here are a few things to note:

- We will try and accommodate your first choice of field trip day, but sometimes we cannot.
- You will be e-mailed written confirmation of your field trip date.
- Lunch: There are no picnic tables or other areas set aside for lunch. The best option would be on the lawn or on the ground in the gazebo near our parking lot. You are asked to take your trash with you.
- Indoor Activities: Refuge staff and volunteers will facilitate indoor activities in the Visitor Center, however, parent and teacher assistance is required. A variety of activities are each 30 minutes long and are designed to meet the goals of your field trip.
- Trail Time: The Refuge does not have the resources to personally guide each group along the trail so teachers are responsible for deciding how to organize the trail time. Since learning and wildlife observation is best in small groups we encourage you to divide into groups of 5 students with one parent chaperone to walk together along the trails.
- You can e-mail, fax, or mail your reservation to the Education Coordinator. A complete reservation form includes a:
 - 1) Cover Page – provides general information about your entire group.
 - 2) Class Information Page – each teacher is required to complete this form providing information about their specific class.



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Complete the following information for your entire group.

Name of School or Group: _____

Contact Person: _____ School Phone: _____

Address: _____

Fax: _____ E-mail: _____

Please list the best times during the day to reach you: _____

Arrival Time: _____ Date of Field Trip: 1st Choice: _____

Departure Time: _____ 2nd Choice: _____

Will you be arriving by: Bus Cars

Grade of Students: _____ Age of Students: _____

Total # in Group: _____ # of Adults: _____ # of Students: _____

Note: An adult-student ratio of 1:5 is required. Adult supervision is required at all times.
Not applicable for college groups

Check one box below.

- We would like to be an independent group and walk the refuge trails on our own. We do not want a talk or use of the formal education program.
- We would like to walk the Refuge trails on our own but start with a short orientation talk. We do not want to conduct indoor activities.
- We would like to walk the Refuge trails with a guide and start with a short orientation talk. We do not want to conduct indoor activities.
- We would like to walk the Refuge trails and conduct indoor activities in the Visitor Center. A minimum of two hours at the Refuge is recommended for this option.

All teachers must also complete a copy of the class information page



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Class Information Page

**Each teacher participating in the field trip must complete a copy of this form.
If all teachers have not completed this portion of the field trip reservation
packet the request will not be accommodated.**

Teacher Name: _____ School: _____

E-mail: _____ Phone: _____

1. Describe your field trip goals. What do you want the students to learn? How is this field trip connected to what you are studying in class? Include concepts, subject matter, and skills you have been working on.

2. Give a brief description of your pre-trip activities. How will the students be prepared for the field trip?

3. How will you be following up the field trip experience back in the classroom?

Your Field Trip Schedule: Choose option 1 or option 2

Option 1: You'll develop your own field trip schedule (independent groups choose this option)

On a separate page, tell us how you will spend your time while at the Refuge. Include time for an opening and closing session and lunch, if appropriate.

Option 2: Let us develop your schedule for you

The Education Coordinator will develop your field trip schedule based on the information you have provided. The schedule will include time for an opening session, lunch (if desired) and a closing session and will coordinate with any other classes that are coming with you.

Have you brought a class to the refuge before? Yes No

Have you used the Education Program before? Yes No