



CHESAPEAKE BAY FOUNDATION
Saving a National Treasure

Environmental Education
Confirmation and Initial Invoice

Hello Patti Child:

Congratulations! Baltimore Lab School is booked for an environmental education field experience with the Chesapeake Bay Foundation (CBF). If you are not the person attending the program on this date, please contact our office with the name and contact information for the group leader attending the program on this date. *Please sign and return this agreement 45 days prior to your scheduled trip to confirm your trip and hold your date. If we do not receive your signed agreement before the deadline, your dates will be released.*

Program: Karen Noonan Study Center *Please see the 'Notes/Location' section below for your ferry information*

Date: Thursday, September 10, 2015 to: Saturday, September 12, 2015*

Notes/Location: Bishops Head, 22 maximum

Deposit Due (45 days in advance):** Monday, August 10, 2015 \$1,800.00

Please note the Minimum and Maximum number of *Total Participants (including teachers and chaperones)* for each program. We cannot accommodate more than the maximum allowed. Also, note the **tentative** Ferry times for each Center - these times may vary and you should speak with the program manager to confirm:

*Fox Island	Min: 15 Max: 20.....*Crisfield	Depart 12:30 - Return 12pm	Smith Point	Depart 12pm - Return 12pm
*Port Isabel East	Min: 20 Max: 30.....*Crisfield	Depart 12:30 - Return 12pm	Smith Point	Depart 12:30pm Return 1pm
*Smth Island	Min: 20 Max: 30.....*Crisfield	Depart 12:30 - Return 11am	Smith Point	Depart 11am Return 11:30

*Karen Noonan Ctr Min: 18 Max: 22.....No Ferry Required

Agreement

As the group leader, I agree to bring a group of participants on the CBF field program specified above and to the following:

- I will pay the amount shown above as a deposit at least 45 days prior to the scheduled date. Residential site trips have a **per person rate** (deposit above is based on the minimum group size as listed in the application instructions). Extra participants are billed after the trip.
- I have read, understand and agree to abide by the provisions of the Field Program Policies in the pre-trip information. I also understand that failure to either **confirm or cancel** my field trip **at least 45 days in advance** of the first day of the field trip will be considered a breach of this reservation agreement and you **will forfeit 50% of your deposit and may not be considered for future trips. Eligible refunds must be requested by group within 90 days following the scheduled field experience date(s).** I have/will discuss field trip policies and share participant information with my group.
- I understand that this program should be an integrated part of a classroom experience.
- I understand that CBF must have a completed health form for each individual who will participant with my group and agree to provide the field educator, on the day of our field experience, health forms for each individual participating.
- *Trip time: Residential center times vary, according to ferry schedule. Please call the program manager to confirm times. You will receive a pre-trip call from the program manager about 2 weeks prior to your trip. Changes to the schedule should be discussed with the program manager at that time.

Patti Child
Group Leader: Patti Child

6/18/2015
Date

Please note: Pre-trip information has been sent via e-mail. If you did not receive it or are unable to print the documents, please contact Educationcoordinator@cbf.org or call 800-445-5572. Pre-trip information is available at cbf.org/programs. Click on either One-Day or Residential Programs and then the name of your program.

Please send this signed confirmation with payment/deposit to:

Education Coordinator
Chesapeake Bay Foundation
6 Herndon Avenue
Annapolis, MD 21403
FAX: 443-716-3016



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Agreement

Program: Arthur Sherwood Study Center

Date: Monday, September 28, 2015 *

Notes/Location: Meredith Creek, 30 maximum

Deposit Due (30 days in advance):** Friday, August 28, 2015 \$220.00

As the group leader, I agree to bring a group of participants on the CBF field program specified above and to the following:

- I will pay the amount shown above within 30 days of the scheduled field experience.
- I have read, understand, and agree to abide by the provisions of the Field Program Policies in the pre-trip information. I also understand that failure to either **confirm or cancel** my field trip at **least 30 days in advance** of the first day of the field trip will be considered a breach of this reservation agreement and you **will forfeit 50% of your deposit and may not be considered for future trips. Eligible refunds must be requested by group within 90 days following the scheduled field experience date(s).** I have/will discuss field trip policies and share participant information with my group.
- I understand that this program should be an integrated part of a classroom experience.
- I understand that CBF must have a completed health form for each individual who will participant with my group and agree to provide the field educator, on the day of our field experience, health forms for each individual participating.
- *Program time: One-day programs typically run from 9 am until 4 pm but we can adjust these hours to meet your schedule. Please call the program manager to confirm times. You will receive a pre-trip call from the program manager about 2 weeks prior to your trip. Changes to the schedule should be discussed with the program manager at that time.

Patti Child

Group Leader: Patti Child

6/18/2015

Date



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Agreement

Program: Skipjack Program

Date: *Friday, September 18, 2015 **

Notes/Location: *Annapolis; max 24 participants*

Deposit Due (30 days in advance):** *Tuesday, August 18, 2015 \$220.00*

As the group leader, I agree to bring a group of participants on the CBF field program specified above and to the following:

- I will pay the amount shown above within 30 days of the scheduled field experience.
- I have read, understand, and agree to abide by the provisions of the Field Program Policies in the pre-trip information. I also understand that failure to either **confirm or cancel** my field trip at **least 30 days in advance** of the first day of the field trip will be considered a breach of this reservation agreement and you **will forfeit 50% of your deposit and may not be considered for future trips. Eligible refunds must be requested by group within 90 days following the scheduled field experience date(s).** I have/will discuss field trip policies and share participant information with my group.
- I understand that this program should be an integrated part of a classroom experience.
- I understand that CBF must have a completed health form for each individual who will participant with my group and agree to provide the field educator, on the day of our field experience, health forms for each individual participating.
- *Program time: One-day programs typically run from 9 am until 4 pm but we can adjust these hours to meet your schedule. Please call the program manager to confirm times. You will receive a pre-trip call from the program manager about 2 weeks prior to your trip. Changes to the schedule should be discussed with the program manager at that time.

Patti Child
Group Leader: Patti Child

4/15/2015
Date



CHESAPEAKE BAY FOUNDATION

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Congratulations! Baltimore Lab School is booked for an environmental education field experience with the Chesapeake Bay Foundation (CBF). If you are not the person attending the program on this date, please contact our office with the name and contact information for the group leader attending the program on this date. *Please sign and return this agreement 30 days prior to your scheduled date to confirm and hold your date. If we do not receive your signed agreement before the deadline, your date(s) will be released.*

Agreement

Program: Arthur Sherwood Study Center
Date: Monday, October 05, 2015 *
Notes/Location: Meredith Creek, 30 maximum
Deposit Due (30 days in advance):** Saturday, September 05, 2015 \$220.00

As the group leader, I agree to bring a group of participants on the CBF field program specified above and to the following:

- I will pay the amount shown above within 30 days of the scheduled field experience.
- I have read, understand, and agree to abide by the provisions of the Field Program Policies in the pre-trip information. I also understand that failure to either **confirm or cancel** my field trip at least **30 days in advance** of the first day of the field trip will be considered a breach of this reservation agreement and you **will forfeit 50% of your deposit and may not be considered for future trips.** Eligible refunds must be requested by group within 90 days following the scheduled field experience date(s). I have/will discuss field trip policies and share participant information with my group.
- I understand that this program should be an integrated part of a classroom experience.
- I understand that CBF must have a completed health form for each individual who will participant with my group and agree to provide the field educator, on the day of our field experience, health forms for each individual participating.
- *Program time: One-day programs typically run from 9 am until 4 pm but we can adjust these hours to meet your schedule. Please call the program manager to confirm times. You will receive a pre-trip call from the program manager about 2 weeks prior to your trip. Changes to the schedule should be discussed with the program manager at that time.

Patti Child
Group Leader: Patti Child

6/18/2015
Date



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Attn Patti Child:

Congratulations! Baltimore Lab School is booked for an environmental education field experience with the Chesapeake Bay Foundation (CBF). If you are not the person attending the program on this date, please contact our office with the name and contact information for the group leader attending the program on this date. *Please sign and return this agreement 30 days prior to your scheduled trip to confirm your trip and hold your date. If we do not receive your signed agreement before the deadline, your dates will be released.*

Program: Clagett Farm Study Center

Date: Thursday, October 08, 2015 to: Thursday, October 08, 2015*

Notes/Location: Upper Marlboro; max 30 participants, grade level 4th and above

Deposit Due (30 days in advance): Tuesday, September 08, 2015 \$220.00**

Please note the Minimum and Maximum number of *Total Participants (including teachers and chaperones)* for this program. We cannot accommodate more than the maximum allowed.

One Day on the Farm - single group	Max: 30
One Day on Canoes	Max: 23
Multi Day Camping	Max: 30 without canoe option; 23 with canoeing

Agreement

As the group leader, I agree to bring a group of participants on the CBF field program specified above and to the following:

- I will pay the amount shown above. Residential site trips have a **per person rate** (deposit above is based on the minimum group size as listed in the application instructions). Extra participants are billed after the trip. Day programs are a flat rate, typically \$220 per group for in-state programs and \$500 for out-of-state programs.
- I have read, understand, and agree to abide by the provisions of the Field Program Policies in the pre-trip information. I also understand that failure to either **confirm or cancel** my field trip **at least 30 days in advance for a 1-day program or at least 45 days in advance for a multi-day/camping program** of the first day of the field trip will be considered a breach of this reservation agreement and you will **forfeit 50% of your deposit and may not be considered for future trips. Eligible refunds must be requested by group within 90 days following the scheduled field experience date(s).** I have/will discuss field trip policies and share participant information with my group.
- I understand that this program should be an integrated part of a classroom experience.
- *Program time: One-day programs typically run from 9 am until 4 pm but we can adjust these hours to meet your schedule. Residential center times vary, according to ferry schedule. Please call the program manager to confirm times. You will receive a pre-trip call from the program manager about 2 weeks prior to your trip. Changes to the schedule should be discussed with the program manager at that time.

Patti Child
Group Leader: Patti Child

6/15/2015
Date

We hope you enjoy your experience!

Please note: Pre-trip information has been sent via e-mail. If you did not receive it or are unable to print the documents, please contact Educationcoordinator@cbf.org or call 800-445-5572. Pre-trip information is available at cbf.org/programs. Click on either One-Day or Residential Programs and then the name of your program.

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Agreement

Program: Baltimore Harbor Study Center

Date: Tuesday, October 27, 2015 *

Notes/Location: Baltimore Harbor - max 28 total participants

Deposit Due (30 days in advance):** Sunday, September 27, 2015 \$220.00

As the group leader, I agree to bring a group of participants on the CBF field program specified above and to the following:

- I will pay the amount shown above within 30 days of the scheduled field experience.
- I have read, understand, and agree to abide by the provisions of the Field Program Policies in the pre-trip information. I also understand that failure to either **confirm** or **cancel** my field trip at **least 30 days in advance** of the first day of the field trip will be considered a breach of this reservation agreement and you **will forfeit 50% of your deposit and may not be considered for future trips. Eligible refunds must be requested by group within 90 days following the scheduled field experience date(s).** I have/will discuss field trip policies and share participant information with my group.
- I understand that this program should be an integrated part of a classroom experience.
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- *Program time: One-day programs typically run from 9 am until 4 pm but we can adjust these hours to meet your schedule. Please call the program manager to confirm times. You will receive a pre-trip call from the program manager about 2 weeks prior to your trip. Changes to the schedule should be discussed with the program manager at that time.

Patti Child
Group Leader: Patti Child

6/18/2015
Date
