



After calling **909-790-3698** for available dates, fill out one form for each date requested, and e-mail to oakglen_education@twc-ca.org as soon as possible. A reminder will be e-mailed to all participating teachers a month prior to your scheduled date(s). If you would like confirmation before that time, please call **909-790-3698**.

DATE and TIME of Participation:

Date of Participation: _____
(complete one form per date)

Your program will begin at: **9:00 a.m.** in Oak Glen

Your program ends at: **2:00 p.m.** leaving Oak Glen

Please consider the extra time required for loading the bus and mountain road travel

GRADE and ATTENDANCE:

Count students only. CIRCLE ONE grade level to be taught. If you are bringing a combination class, select one grade level desired for all students on your trip.

2nd 3rd 4th 5th 6-8th 9-12th

TOTAL STUDENTS ATTENDING: _____

(Minimum of 55 and a maximum of 110 students per day)

Please be as accurate as possible so an appropriate number of naturalists can be scheduled for the day.

SCHOOL CONTACT / FIELD TRIP SCHEDULER:

Person signing below will be the TWC contact.

Print name: _____

Title: _____

Email: _____

Date: _____

Signature: _____

SCHOOL AND LEAD TEACHER INFORMATION

School: _____

Phone: () _____

District: _____ City: _____

Lead Teacher for the day: _____

Cell Number: _____

Email: _____

PARTICIPATING TEACHERS

Please submit all participating teachers' information for the day.

Teacher 1: _____

Email: _____

Teacher 2: _____

Email: _____

Teacher 3: _____

Email: _____

CHANGE OF SCHEDULE INFORMATION

Cancellation due to environmental factors such as heavy rain, snow, extreme heat, wind, fire, icy road conditions, etc. will be determined the day before the field trip (in some cases the day of the field trip). The management of the Oak Glen Outdoor Discovery Program will contact the school or a designated school official. For ease of notification, **please supply an alternate phone number** if no one will be available at the school during this time.

Should a school cancel prior to its field trip date based on predicted weather, a reschedule date may not be offered.