

# PROGRAM REQUEST FORM

Thank you for your interest in our educational programs! Please read the attached Small Group Program Policies before completing this form. A signed copy of the Program Policies must accompany this form. See FAQ's for additional information. **Programs are scheduled on a "first-come, first-served" basis.**

**Mail, email, or fax this form and a signed copy of the Group Program Policies to:**

Effie Yeaw Nature Center, Attn: Scheduling, 2850 San Lorenzo Way, Carmichael, CA 95608  
 Email: [scheduling@sacnaturecenter.net](mailto:scheduling@sacnaturecenter.net) Phone: 916-489-4918 x230 Fax: 916-489-4983

**NOTE: Your program is not confirmed until you receive a confirmation/invoice via email.**

## HIKE WITH A NATURALIST PLUS

Fee: \$150\*

**This is a guided 75-minute hike through the Nature Preserve and a 15-minute visit with an Animal Ambassador. Your group is welcome to stay after the hike and visit our resident animals and explore our natural history museum and replica Maidu village. Complete the form below, including the Small Group Program Policies signature page. A few days prior to your hike the scheduled Naturalist will contact you to coordinate with your group's interests.**

\* Fee pertains to 1-18 participants (no additions, no exceptions).

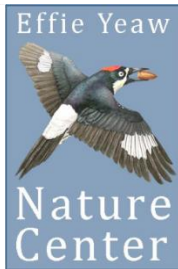
Contact Information			
Contact Name:	Organization:		
Street Address:	City:	Zip:	
Phone Number:	<input type="checkbox"/> Cell <input type="checkbox"/> Home	Other Phone:	<input type="checkbox"/> Cell <input type="checkbox"/> Home
Contact Email (required):			

Provide the following information for your tour.				
Date Requested	Preferred Program Start Time	Expected Number of Children	Age Range of Children (if applicable)	Expected Number of Adults
Second Choice Date:			Third Choice Date:	
Please Explain Any Special Needs or interests:				
Transportation to site: Please specify approximate # of vehicles _____.				

Office Use Only	
Base price: \$150 x (# of tours: _____) = \$ _____	
Balance Due: \$ _____	Invoice #: _____ Date: _____

**Disclaimer: Program request forms and policies are subject to change at the discretion of EYNC.**

Jul 2020



## SMALL GROUP PROGRAM POLICIES

Thank you for choosing the Effie Yeaw Nature Center for your educational program. Research shows that humans are happier, healthier and smarter through more contact with the natural world.

### **Our two most important goals for your field trip:**

- 1. A high quality and engaging educational experience**
- 2. A safe and enjoyable outdoor experience**

With these important goals in mind we have set up procedures that will help maintain safety for your group and will assure your students gain the maximum benefit from their visit.

**Reservations:** All reservations are made on a "first-come, first-served" basis and processed according to date requested. At least two weeks advance registration is required.

Reservations are confirmed when you receive an invoice from the scheduling department.

**Do not assume you have a reservation until you receive your invoice. This serves as the confirmation for your program.**

### **Payments:**

- Cash, checks or credit cards (MasterCard, VISA or American Express) are accepted.
- **Program payments are due on receipt or at least two (2) weeks prior to the program date. Make checks payable to EYNC.** Checks returned for insufficient funds will be charged an additional \$35 fee.
- **Payments not received by the due date stated on the invoice may result in the cancellation of your reservation.**

**Rescheduling:** *One rescheduling change request may be accommodated per invoice depending upon staff and program availability **and** if requested at least **two (2) weeks prior to the program.*** A \$25 service charge will be charged for each time a program or service is rescheduled. Programs will not be rescheduled less than two (2) weeks before the program date.

**Cancellations:** **A \$50 cancellation fee** will be charged for any program cancelled within 14 days of the program date.

**Group Size:** Small group programs can have a maximum of 18 people, including infants, toddlers and adults. A refund will not be given if fewer participants attend than the number listed on the invoice.

**Supervision:** Attending adults are responsible for supervision and must remain with the students at all times.

**Weather:** **Programs are delivered rain or shine.** If the EYNC staff determines the conditions are unsafe for nature tours an alternate indoor program will be delivered. In the very rare

event the CHP requests drivers stay off the roads due to unsafe conditions caused by extreme weather, EYNC staff will reschedule the program with no extra charge.

**Unscheduled Groups:** Groups without scheduled programs are welcome in the Nature Center and Nature Area after 1:30pm. The Museum, Maidu Village and trails are unavailable to unscheduled groups while paid programs are in progress. Remember, groups on the trails must be 20 people or fewer (as per the American River Parkway Plan) and all participants must stay on the trails at all times. Unscheduled groups are required to pay park entrance fees, \$5 per car, \$20 per bus. **Please call the Nature Center and register as a walk-in group. Donations are gratefully accepted.**

*Effie Yeaw Nature Center on-site programs may include wading in a pond or river and hiking on unpaved, uneven trails, as indicated in the program description. All natural areas may contain poisonous plants and animals as well as other natural hazards. Please ensure all participants have closed-toe shoes.*

*The Effie Yeaw Nature Center, American River Natural History Association (ARNHA) and the County of Sacramento, their officers and employees and any cosponsor of the activity, are held harmless from and against all liability for accident or injury to participants arising out of participation in this program.*

**ATTENTION!**

A SIGNED COPY OF THIS POLICY DOCUMENT **MUST** BE RETURNED ALONG WITH YOUR PROGRAM REQUEST FORM BEFORE WE WILL PROCESS ANY PROGRAM REQUEST.

THANK YOU.

Email: [scheduling@sacnaturecenter.net](mailto:scheduling@sacnaturecenter.net)

Fax: 916-489-4983

I have read, understand and agree to the terms of these policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

## **Frequently Asked Questions**

### “May we go on the trail walk with our children?”

The number of participants is limited by legislation to reduce impact on wildlife. Therefore, you may join the group only if the number does not exceed the maximum allowed. Our experience is that the quality and safety of the students on the trail walk is highest/best when the groups are smaller. This allows the leader to focus on the children's observations and questions while watching for anything that might be a safety concern, such as a rattlesnake on the trail.

### “What can the remaining parents (and siblings) do while the students are having their program?”

They may either:

- 1) Meet at the outside picnic tables while the inside program is taking place. When the class goes on the trail walk, they can then enter the main Nature Center building to see the animals and visit the exhibit.
- 2) Drop off the students that are part of the program and return at a pre-determined time for pick-up when the program is finished.
- 3) Go to picnic areas of Ancil Hoffman Park (across from the golf course) and enjoy the trails and river on their own.

### “May we go on the trails on our own (or with other extra drivers and siblings)?”

Unfortunately, the area is considered “reserved” for paid program participants until after 1:00 pm Monday through Friday. Individuals can hike our trails but other groups are to respect paid program participants' time in the Nature Area and not use the trails. If you would like to take a walk, we suggest you drive over to the picnic area across from the Ancil Hoffman Golf Course and explore the trails along the river there.

**We appreciate your cooperation.** Remember that your group may not be the only one having a program at the Nature Center on the day of your visit. Our Naturalists coordinate with each other to minimize the impact of multiple groups in the preserve at the same time.

**Thank you so much. We look forward to meeting you and your students on the day of your program!** Please encourage the families of your students to visit the Nature Center and Nature area on their own. We have heard that many of the children who have participated in a Nature Area Tour later enjoy being the leader on a walk with their families.