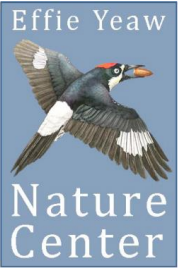


PROGRAM REQUEST FORM



Thank you for your interest in our educational programs! Please refer to the Online Group Program Policies before completing this form. A signed copy of the Program Policies must accompany this form.

Programs are scheduled on a "first-come, first-served" basis.

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

Effie Yeaw Nature Center, Attn: Scheduling 2850 San Lorenzo Way, Carmichael, CA 95608
 Email: 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.

VIRTUAL NATURE ENCOUNTER

Grade levels vary by topic. Fee: \$125*

Your Online Virtual Nature Encounter program includes a 30-minute presentation with live animals. There will also be 10 minutes for setup and final questions. Complete the form below, including selecting the program topic and date choices.

* Programs are designed for one class per program, with a maximum of 35 students.

Contact Information

Name of School:

Contact Person:

School District:

School Address:

City:

Zip:

School Phone:

Other Phone:

Cell

Home

Contact Email (required):

Payment Contact Name:

email:

Animal Presentation: (40 minute program) Please choose:**

Sensational Senses (Grades K-1)

Critters of the American River (Grades K-2)

Scales & Tails (Grades 1-5)

Amazing Adaptations (Grades 3-5)

Raptors of the River (Grades 3-8)

Animal Ambassadors (Grades 7-12)

**Not seeing what you need, please call us to discuss other options.

Provide the following information for your program. (Please allow 10-15 minutes between programs.)

Date Requested	Preferred Program Start Time	Number of Students	Teacher name	Grade

Second Choice Date:

Third Choice Date:

Please Explain Any Special Needs:

Office Use Only

Base price: \$125 x (#of programs _____) = \$ _____

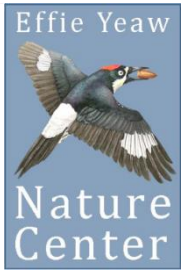
Total Amount Due: \$ _____

Invoice #:

Date:

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

Jul 2020



ONLINE CLASSROOM PROGRAM POLICIES

We 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, which is more important than ever before.

Our two most important goals for your program:

- 1. A high quality and engaging educational experience.**
- 2. A safe and enjoyable virtual nature encounter.**

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 educational program.

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: Online group programs can have a maximum of 35 students. A refund will not be given if fewer participants attend than the number listed on the invoice.

Intellectual Property: **Recording of Presentations is strictly prohibited.** No individual or entity may electronically record or broadcast any portion of the Virtual Nature Encounter or any other presentation produced by/for EYNC without prior written consent of Effie Yeaw Nature Center. If you are interested in any of the materials presented during your virtual nature encounter, please contact us.

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

Fax: 916-489-4983

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

Signature: _____

Date: _____

Organization: _____