



Field Trip Request Form

1. Please be on time! Allow enough time for students to use the restroom and get reorganized prior to booked time. Park staff have set aside time to spend with your group, so please notify the park if you are going to be arriving late.
2. The Field Trip Request Form must be received a minimum of 2 weeks prior to date of field trip. Field Trip time and date will be finalized by Park Management, and one will reach out as soon as possible.
3. Field Trip Fees must be paid prior to or upon arrival.
4. If scheduling changes are need, please let park know as soon as possible.
5. If the group is staying for lunch, management encourages you to book a Picnic Shelter with the trip (\$35). This will ensure that the group has a spot to eat. The Picnic Shelters are on a first come first served basis. So, if a Picnic Shelter is not booked Park Management will be unable to make sure tables are available.
6. Most programs are going to be \$2 per student. Programs that involve more will have a small price increase. This will be discussed and confirmed prior to field trip approval.
7. We are Ranger Ready! If there is a concern for weather, we can customize most programs to fit under a Picnic Shelter. No penalty will occur incase of cancellation regarding weather.

Name of Teacher/ Contact Number: _____

Email: _____ Grade: _____

School Name: _____

School Address _____

Number of students: _____ Number of classes: _____

Program Requested: _____

Date Requested (add at least one alternate date if applicable): _____

Time Requested: _____ Will you be booking a Picnic Shelter? _____

We try to accommodate all levels and abilities. Please list any needs or concerns you have (ex. Physical, strength, age, disabilities, etc.) _____

Requesters Signature: _____ Date: _____

When completed please return to Park Office or email copy to amber.payne@dnr.ga.gov.

Park Staff Section:

Approved: Yes _____ No _____ Date of Program: _____ Time: _____

Program Title: _____ Program Price: _____