FIELD TRIP CONTRACT REQUEST FORM

1. **Please arrive on time.** Allow time for your group to use the restroom facilities, be divided into smaller groups, etc., before the scheduled time of your program. Park staff have set aside time to spend with your group, so please notify the park if you will be arriving late for your visit. **Being more than 30 minutes late will require your group to forfeit their program without a refund.**
2. The Field Trip Contract Request Form must be received a minimum of two (2) weeks before the date of your requested field trip program. Program date and time are not finalized until approved by the Interpretive Ranger.
3. Field trip program fees must be paid upon arrival.
4. Changes to your program request must be made more than 72 hours before your scheduled program.
5. In case of inclement weather at the program location, you will be notified of changes to your field trip 24 hours in advance.
6. We require 1 adult for every 10 students. It is the responsibility of the adults within your group to ensure discipline.

School Name: Title 1:

Lead Teacher's Name:

School's Address:

Phone: E-mail Address:

Number of Students: Number of Classes: Grade:

Program Title:

Preferred Date of Program: Preferred State Time:

Alternative Dates (list three):

We can accommodate all levels and abilities; however, please list any needs or concerns you may have (example: physical strength, age, disabilities, etc.)

Signature of Lead Teacher: Date:

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
RED TOP MOUNTAIN STATE PARK

TO BE COMPLETED BY PARK STAFF

Program Approved: Date: