For administrative use:	
Date received:	_____
Confirmation sent:	_____
Initials:	_____

Robinson Nature Center
Field Trip Registration Form

Please clearly complete all sections of this registration form. Submit your form via mail, fax, in-person or e-mail (send to mleatherbury@howardcountymd.gov). Retain a copy for your records.

Howard County RECREATION & PARKS — **Registration Form: Please Print**

School or Organization | Street | City, State | Zip

Field Trip Coordinator | Phone | Email

Lead Teacher attending Field Trip (if different from Field Trip Coordinator) | Phone | Email

Best time to contact you _____ AM/PM

County: _____ Are you a Howard County Title 1 School seeking asistance? ❒ Yes ❒ No

Please fill in the box below with your field trip request. We can accommodate up to 120 students for each field trip. Most field trips start after 9:30 AM. However, if you would like to request an earlier start time, we will try to accommodate your request. Field trips will be booked on a first-come, first-served basis. If your desired start date has been booked, we will try to accommodate your second choice. Please note that field trips can only be booked on WEDNES-

	Grade	Name of Field trip program	# of Children/ #of Adults	Desired Start Time	Preferred date (W,Th or F only)	2nd choice (W,Th or F only)	3rd choice (W,Th or F only)
Example	1st	Wildlife Wonders	40/4	10 a.m.	April 19	May 3	May 5

Would you like to add a planetarium presentation to your field trip(s)? ❒ Yes ❒ No

Do you plan on staying for lunch? (RNC does not provide meals, but has space for groups to eat packed lunches) ❒ Yes ❒ No

If you have students with special needs, please list those needs and how we can best accommodate them _____

_____

To help us meet your educational goals, please note any connections you would like us to make to your classroom curriculum

_____

How did you hear about our field trips?

❒ Open-house event
❒ Magazine/Newspaper _____
❒ Colleague
❒ Internet

Mail or return to:
Robinson Nature Center
6692 Cedar Lane
Columbia, MD 21044

Fax to: 410-313-0409

If you have questions, call: 410-313-0400