

**Ipswich River Wildlife Sanctuary**

**School Program Inquiry Form**

*Thank you for your interest in School Programming offered by Mass Audubon Ipswich River Wildlife Sanctuary. For complete program descriptions visit our* [*website*](https://www.massaudubon.org/get-outdoors/wildlife-sanctuaries/ipswich-river/programs-classes-activities/schools-groups/search-for-school-programs-at-ipswich-river)*. Please fill out the fields in the form below and return to Stina MacDougal, School Programs Administrator, at* [*smacdougall@massaudubon.org*](mailto:smacdougall@massaudubon.org?subject=School%20Program%20Inquiry)*. If you are booking more than one program, please fill out a separate form for each inquiry. Please note that regular office hours for IRWS school programs registrar are Tuesdays through Fridays, 8:00am to 4:00pm.*

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| Today’s Date: | Click here to enter a date. |
| Teacher Contact Name: | Click here to enter text. |
| School Name: | Click here to enter text. |
| Preferred Contact Method: | Choose an item. |

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| Office Phone: | Click here to enter text. | Email: | Click here to enter text. |
| Cell Phone: | Click here to enter text. | School Mailing Address: | Click here to enter text. |
| FAX: | Click here to enter text. |  | Click here to enter text. |
| Home Phone: | Click here to enter text. |  | Click here to enter text. |
|  | |  | Click here to enter text. |
| Work Hours? | | Click here to enter text. | |
| When is the best time to reach you? | | Choose an item. | |
| Is this your first school program with IRWS? | | Choose an item. | |
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| Which school program are you interested in?  *Programs are grade specific, please visit our website or review our program brochure flyer for details.* | | Choose an item. | |
| How many hours? | | Choose an item. | |
| Grade Level: | | Choose an item. | |
| If mixed grades, what grade range? | | Click here to enter text. | |
| Number of students:  *Students in on-sanctuary programs will be divided into smaller field groups of about 16-18 students.* | | Click here to enter text. | |
| Number of teachers:  *We allow one free adult per field group.* | | Click here to enter text. | |
| Number of nurses or classroom/student aides:  *No charge.* | | Click here to enter text. | |
| Number of additional chaperones:  *Additional adults are charged the full program fee.* | | Click here to enter text. | |

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| 1st Choice: Day/Date | Click here to enter a date. | Program Start Time: | Choose an item. |
| 2nd Choice: Day/Date | Click here to enter a date. | Program Start Time: | Choose an item. |
| 3rd Choice: Day/Date | Click here to enter a date. | Program Start Time: | Choose an item. |
| *Note: On-sanctuary school programs are typically offered Tuesdays-Fridays only. “At Your School” programs may be scheduled Mondays-Fridays. Arriving 10-15 minutes before program start time is encouraged.* | | | |

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| Will you arrive early (for snack, etc.)? | Choose an item. | If Yes, Early Arrival Time: | Choose an item. |
| Will you stay after program (for lunch, etc.)? | Choose an item. | If Yes, Duration of stay: | Click here to enter text. |
| How will you be arriving? | | Choose an item. | |

**SEE REVERSE SIDE🡪**

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| Mass Audubon is dedicated to making all our programs as inclusive as possible to all learners.  If there are any students attending the program that could benefit from any custom accommodations please share some brief details here:  *Note: IRWS has one all-terrain manual wheelchair to accommodate students with limited mobility.* | Click here to enter text. |
| Preferred Payment Method:  *Final program cost reflects actual attendance; Programs payed for by check should be made out to “Mass Audubon”.* | Choose an item. |
| If a third party organization (e.g. PTO) will be paying for program please list organization name, contact phone & email, and billing address: | Click here to enter text. |
| Additional comments or questions? | Click here to enter text. |

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| **Program Pricing & Registration Details** | | |
| **On-sanctuary programs:**  1.0 hour: $9.25/person  1.5 hours: $9.75/person  2.0 hours: $10.25/person  2.5 hours: $11.25/person  3.0 hours: $12.25/person  “River Ecology by Canoe”: $28.00/person\* | **Small group pricing** for groups of 10 or  fewer people:  1.0–1.5 hours: $135  2.0 hours: $145  2.5 hours: $155  3.0 hours: $165  \*”River Ecology by Canoe” in group of 15 or fewer people: $386 | **At Your School & Offsite:**  $144/classroom/hour (18-25 students), plus mileage; pre-program site visit (optional): $30. |
| \*Registrations processed on first-come, first-served basis.  \*A deposit of 25% of your total program fee is required to register; payment of balance is due prior to field trip. No refunds on absent students.  \*Pricing includes one adult per field group at no charge, additional chaperones will be charged the full program price, regardless of Mass Audubon membership, and can pay individually upon arrival or can be included in total program payment.  \***Checks should be made payable to “Mass Audubon”, not** “Ipswich River Wildlife Sanctuary” | | |

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| For Internal Use Only: Click here to enter text. |