



FIELD TRIP AND SMALL GROUP EXPERIENCE RESERVATION PROCESS



Discovery Center at the St. Pete Pier ~ 700 2nd Ave NE, St. Petersburg, FL 33701 ~ 727-291-4103 ~ tbwdiscoverycenter.org

TO COMPLETE A RESERVATION REQUEST:

1. Read through the *More Information* document to familiarize yourself with the field trip/ small group options and reservation process.
2. Fill out the **Reservation Request Form**.
 - This form is a workable document to be filled out electronically.
3. Email the completed **Reservation Request Form** to the Associate Education Coordinator, Audrey Mitchell, at amitchell@tampabaywatch.org.
4. The coordinator reviews and fulfills reservation requests on a first-submitted basis. Schedules and daily agendas will be drafted accordingly.
5. The coordinator will send a confirmation email containing an agenda for your field trip date, as well as a payment portal link.
 - Your date is not secured until a confirmation email is received.
 - Please review your agenda and invoice and contact us as soon as possible if requesting modifications.
6. Payments must be made in full prior to the day(s) of your scheduled field trip.



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BUILD YOUR FIELD TRIP/SMALL GROUP EXPERIENCE:

Discovery Center provides the opportunity to create and customize your own field trip experience. Here are a few important details to consider:

- Tampa Bay Watch Discovery Center can accommodate a maximum of 25 students per class, per session; no exceptions.
- Group sizes up to 25 students may choose one or two labs. (See *More Information* for lab choices.)
- All field trip experiences are limited to two labs a day.
- Estuary EDventures welcomes one teacher and two chaperones for 25 students. Additional chaperones will be charged \$8 per person (two additional chaperones max).
- Every field trip includes exhibit gallery tour.
- Groups are responsible for providing their own transportation and lunches.
- Complete this request after reading the *More Information* document. Please review grade recommendations.
- Tampa Bay Watch Discovery Center reserves the right to cancel scheduled field trips due to unforeseen circumstances. In the unlikely event of a cancellation, the field trip will be rescheduled if possible. If we cannot reschedule, a full refund will be issued.

PLEASE NOTE:

- Teachers and chaperones must be involved and are responsible for student discipline issues.
- Selected activities are weather-dependent/subject to change according to the discretion of Tampa Bay Watch staff.

Email amitchell@tampabaywatch.org with questions and completed reservation request forms.



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STEP 1: ABOUT YOU AND YOUR SCHOOL

(All fields required)

Full name:

Contact name of chaperone on visit day (if different):

Phone:

Personal phone # (optional):

Email:

School name:

School address:

City:

State:

Zip:

County:

STEP 2: GROUP AND SIZE INFORMATION

(All fields required)

Type of school: Public Private Other

Number of students attending program:

Grade level attending:

Number of teachers/chaperones attending:

Mode of transportation to field trip: Bus Carpooling How many vehicles?

SPECIAL NEEDS

Please make it known if any member of your group has a physical or intellectual impairment, and if you will need accommodations from Tampa Bay Watch staff.

STEP 3: SELECT DATES & TIMES

If the date(s) is available, your group will be scheduled within your requested date and time frame. List several choices (particular dates/weeks) in order of preference:

1.

2.

3.

4.

Earliest possible arrival time:

Latest possible departure time:

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**SCHOOL/GROUP
NAME:**

**AGENDA
EXAMPLE:**

9:30- 10:00	Exhibit Galley Tour
10:00-10:45	Program One
10:45- 11:05	Break/Snack/Gift Shop Time
11:05-11:50	Program Two
~12:00	Depart

**LABS:
\$150 for one ; \$290 for two (~45 minutes each)**

SELECT ONE TO TWO LABS FOR A GROUP SIZE OF 25 STUDENTS OR LESS.

PIER INTO PLANKTON

Take a very close look at the microscopic marvels in our bay. Students collect and identify plankton using microscopes, as well as learn about its role in ocean health.

SHRUB SEARCH

Learn about the anatomy and importance of plants and their fierce survival skills. Investigate and explore local plant species and uncover their role in our environment.

COASTAL BIRD PROGRAM

Fly into the wonderful world of birds! Learn about bird adaptations and experience bird watching on the Pier.

SQUID DISSECTION

Join us for some mollusc mania! Students participate in a squid dissection to learn about the anatomy of squid and their unique adaptations.

SHARK SCIENCE

Learn what makes sharks the most successful fish in our world's oceans and the issues these animals face. There's more to these animals than what just meets the eye!

FOOD WEBS

Trophic Level Teachings: It's a crab eat crab world out there! Join us for an adventure of a lifetime as we learn about the dynamic and important marine food web through hands-on learning.

WATER QUALITY

Learn about the basic chemical properties of water and their impact on marine life. Students use scientific tools to measure the quality of our local waters and submit their findings to Earth Echo International, monitoring the health of water across the globe.

LIONFISH DISSECTION

Through this discussion and dissection, you will learn about the ins and outs of the invasive lionfish. Uncover the truth about these problematic and harmful fish while learning ways scientists protect our oceans.

Booking availability depends on lionfish supply.

INVERTEBRATE INVESTIGATION

Roll up your sleeves and get up-close and personal with the animals that live in the Tampa Bay estuary. Students interact with various invertebrates from our touch-tank, practicing observation skills and scientific classification.

CLASSROOM BOAT ExPIERience: *Coming soon!*

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MORE INFORMATION



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GENERAL:

- Field trip experiences are around 2.5 hours in duration.
- All schedules will include entrance to the exhibit gallery and a break.
- Groups must provide their own transportation and lunches/snacks.
- Teachers and chaperones are responsible for student discipline if necessary.
- Group sizes up to 25 students may choose one or two labs. If doing two labs, the group will be charged for both labs.
- All field trip experiences are typically two labs a day.

PROGRAMS:

- Review the *Program Descriptions* document for details of each of our programs.
- Select your preferred programs, keeping grade level recommendations in mind.
- Grade recommendations: All of our engaging programs can be adjusted to a large range of grade levels from K-12. Fourth grade and up are recommended for all dissection labs. For more details please email amitchell@tampabaywatch.org.

DATES:

- Specify the dates you are available to visit, in order of preference.
- Requested dates are not guaranteed; reservations are made on a first-submitted basis.
- Date(s) is not secured until you receive a confirmation email with an agenda and invoice.

GROUP SIZE:

- Tampa Bay Watch Discovery Center can accommodate up to 25 students onsite in one day.
- If you have more than 25 participants, you will need to schedule multiple dates.
- One teacher and two chaperones are included for school groups.
- For adult groups or homeschool groups, up to 28 people are allowed; no exceptions. Extra chaperones will be charged a rate of \$8 per person. (Two additional chaperones max.)

PAYMENT:

- All field trip fees are due prior to the first day of scheduled field trip experiences.

CANCELLATION POLICY:

- Cancellation within 30 days of scheduled date will forfeit a \$25.00 processing fee.
- Cancellations within 7 days of scheduled date will be refunded 50% of total invoice.
- Tampa Bay Watch Discovery Center reserves the right to cancel scheduled field trips due to unforeseen circumstances. In the unlikely event of a cancellation, the field trip will be rescheduled, if possible. If we cannot reschedule, a full refund will be issued.