**Safari West Field Trip Trek Request Form**

Please fill out the following to assist us with booking your reservation. Please note, **ONLY** teachers can make the reservation, not the teacher aids or parents. The teacher booking must attend the field trip. *Please complete all of the information below in order to request your field trip and email it to Reservations at* *fieldtrip@safariwest.com*

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| --- | --- |
| **Date you are interested in:****1st Choice:** Click here to enter a date.**2nd Choice:** Click here to enter a date.**3rd Choice:** Click here to enter a date. | **Time you are interested in:****1st Choice:** Click here to enter text.**2nd Choice:**Click here to enter text.**3rd Choice:** Click here to enter text. |

**School Name:** Click here to enter text.

**School Address:** Click here to enter text.

**Teacher Name:** Click here to enter text.

**Teacher phone #:** Click here to enter text.

**Teacher Email:** Click here to enter text.

**# of Students attending:** Click here to enter text.

**# of Adults attending** *(including teachers & parent chaperones)\*\****:** Click here to enter text.

**Grade:** Click here to enter text.

**How many separate classrooms:** Click here to enter text.

**Arriving by Bus or Cars?:** Choose an item. **Bringing Sack Lunches\*?:** Choose an item.

\*sack lunches are permitted on our lawn area only.

**School Treks can accommodate groups of 20-70 adults and students**.
Larger groups may be split into multiple dates.

***Maximum Ratios of adults (including teachers) to students***

* When arriving *by bus* – **1 adult to every 5 or 6 students**
* When arriving *by car* – **1 adult to every 3 students (pre K-2nd grade)**
* When arriving *by car* – **1 adult to every 4 students (3rd-12th grade)**
	+ *In order to provide field trips at an affordable rate, we simply cannot exceed or extend the above ratios under any circumstances.*
	+ *Critical - If your school group exceeds the ratio, they would no longer quality under our field trip rates and your visit will be adjusted to the group trek price of $50 per adult (including teachers) and $25 per child ages 4-12, plus a 10% gratuity.*
* Rates are **$20 per Adult** and **$15 per Student,** one teacher per class is free.
* When booking please let us know if you have any students that require a one on one ratio.
	+ When your reservation is received and booked by one of our Reservation Agents, **you will receive a confirmation via email** with the details of your reservation, as well as the total amount due.

***FINAL headcount and payment is due one week prior to the reservation date.***

**Please provide ONLY ONE form of payment** (one check or one credit card for the full payment)

* *If sending a check, be sure to note the booking number(s) from your confirmation in the memo to ensure prompt processing. Send payment to:*

Safari West

Attn: Accounting Department

3115 Porter Creek Rd.

Santa Rosa, CA 95404.

* + *You can also pay by credit card via phone at (707) 566-3667 or 1-800-616-2695*

**Day of Arrival – Enjoy your Fieldtrip!**

**Please arrive 15-20 minutes prior to tour** so you and your group can use the facilities, meet your guide, and review our wild manners and safety procedures.

* **Note -** *if you arrive late, your tour time will be cut short.*
* **If arriving by bus** Safari West staff will assist with parking the bus. The guide will meet your group on the bus and go over safety rules for students prior to disembarking
* **If arriving by car** Group should gather outside the office/gift shop and meet with the guide (*please do not wander*)
* There will be **a lead guide that will be your point person during arrival**. The guide will explain the rules, organize the groups, etc. Upon arrival, we ask that you please make either yourself or the head adult/teacher visible to that person to assist
* **Multiple class treks may need to be split,** and some classes may not be able to stay together. We ask that you are flexible as it is a safety requirement

**All adults will receive a wristband.**

**The tour will be tuned to grade level standards and will last approximately 90 minutes** with half the tour on a vehicle and half the tour on foot.

**Bringing sack lunches?** We highly recommend bringing blankets or tarps, as the grass may be wet due to time, season, etc.

**Restrooms** are located in the large red-roofed building near the boarding area.

**Visit our gift shop** for amazing souvenirs from your trek! Please send no more than 10-15 students in at a time with adequate adult supervision.

**With regard to the weather,** please remember, our tours go out rain or shine - If the weather is rainy the tours may be a bit shorter, but you will still have a great time! During inclement weather it will be a challenge to enjoy lunch on the lawn, so please ask our guest services where the children may sit and enjoy their lunch. If the weather is too much for your group and you would prefer to reschedule, just give us a call prior to your date and arrival.

**\*\*IMPORTANT SAFETY GUIDELINES\*\***

* **No running permitted**
* **No feeding or petting any of the animals**
* **Keep voices low, and listen carefully to the guides and instructions**
* **Keep group together (no wandering)** **and be sure all adults are involved in supervising students and enforcing rules and safety requirements**
* **Pets are not permitted on the property-even in the parking lot** (*pets left in a vehicle will be required to be removed from the property prior to the trek)*