



Smithsonian Conservation
Biology Institute



***What's For Lunch?* SCBI School Outreach Program Request**

Please note: SCBI outreach programs are based out of Front Royal, Virginia and available to schools in Clarke, Fauquier, Frederick (including the city of Winchester), Page, Rappahannock, Shenandoah, and Warren counties. We are unable to accommodate requests outside of these counties at this time.

Please complete ALL fields on page 2 and return this form to SCBIEducation@si.edu.

All reservations are based on availability. Submitting the form alone does not guarantee your reservation. Your program is not confirmed until you receive a confirmation email.

Reservation Information:

- The *What's for Lunch?* program can be taught for Grades 3-5 and is aligned with Virginia Standards of Learning.
- Outreach programs are available on **Tuesdays, Wednesdays, or Thursdays**.
- The program can be taught for a maximum of 30 students at a time.
- Multiple classes may experience the program during one school day. If multiple classes will be receiving the program, we require set up in a neutral space (such as a multi-purpose room, science lab, or extra classroom) where classes can rotate through.
- The program lasts one hour. A minimum of five minutes is required between classes for our staff to re-set materials.
- No live animals are included in this program.

Program Fees

- \$20 per program
- Additional \$1 per mile based on a one-way trip from SCBI to your school.
- Schools with Title I status will receive a 25% discount off entire fee (program fee + mileage).
- Fees waived for schools within Warren County.

Cancellation, Rescheduling, and Inclement Weather Policies

- Cancellations made at least one week prior to the program date will receive a full refund. Cancellations made within one week of the program date will receive a 50% refund. Cancellations made within 48 hours of the program will not receive a refund.
- There is no charge for one reschedule request per program date if made at least 48 hours before the original program date. If multiple reschedule requests occur, a \$50 fee will be assessed for each rescheduled date.
- *Inclement weather policy:* If Warren County schools or the schools of your county are closed or delayed due to inclement weather, we will not be able to come to your school that day. We will make every effort to reschedule at no additional cost to the school.



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School name: _____

School district/county (see program range note on page 1): _____

Does your school have Title I status? _____

Lead teacher/contact name: _____

Lead teacher/contact email address: _____

Requested dates: (please provide three dates; programs available Tuesdays, Wednesdays, and Thursdays)

1. _____

2. _____

3. _____

Grade level: _____

Total number of programs per day (30 student maximum per program): _____

Approximate *start* time for first class: _____

Approximate *end* time for last class: _____

Do your students have any special needs that would be helpful for us to know?

Additional notes or questions:

Payment method: Full payment is due before the start of all programs. Card payments must be made within 7 days of the program date.

_____ Credit card – Please call the education office at 540-635-6540 to make payment.

_____ Check – Please make check payable to **Friends of the National Zoo** and mail to:

Friends of the National Zoo
1500 Remount Road
MRC 5561
Front Royal, VA 22630

I have read and agree to the information on page 1 concerning reservation information, payment, and program cancellation and reschedule policies.

Signature of Responsible Party: _____ Date: _____