



FIELD TRIP CONTRACT AND REQUEST FORM

1. **Please arrive on time.** Allow time for your group to use the restroom facilities, be divided into smaller groups, etc. before the scheduled time of your program. Park Staff have set aside time to spend with your group, so please notify the park if you will be arriving late. **Arriving more than 30 minutes late will require your group to forfeit their program without refund.**
2. The Field Trip Contract and Request Form must be received a minimum of two (2) weeks prior to the date of your requested field trip program. Program date and time are not finalized until approved by Park Staff.
3. Field trip program fees must be paid upon arrival.
4. Changes to your program request must be made more than 72 hours before your scheduled program.
5. We require one (1) adult for every ten (10) students. It is the responsibility of the adults within your group to ensure discipline.

SCHOOL INFORMATION

School Name: _____

Lead Teacher's Name: _____ Title 1: ☐ Yes ☐ No

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Number of Classes: _____ Number of Students: _____ Grade: _____

PROGRAM INFORMATION

Program Title: _____

Preferred Date of Program: _____ Preferred Start Time: _____

Alternative Dates: _____

We can accommodate all levels and abilities, however, please list any needs or concerns you may have (ex: physical strength, disabilities, age, etc.)

Lead Teacher Signature

Date

Send Field Trip Request Forms To:

pm.naturalist@gmail.com

Panola Mountain State Park
Attn: Park Program Admin
2620 Hwy 155 SW
Stockbridge, GA 30281

To Be Completed By Park Staff:

Program Approved: _____

Date: _____

Panola Mountain
State Park 