



Field Trip Confirmation Form Robinson Nature Center

Dear Teacher,

Thank you for choosing Robinson Nature Center for your field trip experience. Below is confirmation of your field trip reservation. Please review and verify the following information. Please notify us of any incorrect information. Prior to your field trip, we will email a field trip information packet detailing preparation, check-in, payment and other procedures. If you have any questions, please feel free to call the Kevin Costin at 410-313-0410.

Organization/ School:	Hammond Elementary School	Field Trip Coordinator/Contact:	Gwyn Calanni
Field Trip Coordinator/Contact Email:	gwyn_calanni@hcpss.org		
Field Trip Coordinator/Contact Phone:	(410) 880-5890	Best time to contact:	3:40 PM
Age Group of Participants:	5 th Grade		
Special Needs or Requests:			

Field Trip Reservation Summary Table

Field Trip Program	Date	Time	Participant Type	# of Participants	Cost
Changing of the Land with NatureSphere	3/29/18	10:00 AM	Student	119	\$15 per student
Changing of the Land with NatureSphere	3/29/18	10:00 AM	Adult	22	\$15 per parent chaperone. Staff are free

**Please note that this is not an invoice. Payment is due at the time of your visit. You may request an invoice be sent in advance of your visit by calling Kevin Costin at 410-313-0410.*

Payment will be collected on the day of the field trip. Please bring payment with you. Field trips cannot be provided if payment is not received. To pay for your field trip, you can use check, cash, or credit card. If you arrive without payment you will be asked to return to your school.

Reminder our cancellation policy states: We recognize that you may wish to cancel for a variety of reasons, but our policy encourages early decisions as to not affect other schools. All cancellation requests must be submitted to the field trip coordinator in writing at least 30 days prior to the field tip. If a field trip is cancelled less than 30 days prior to the scheduled date, the cancellation will be subject to a 20% administrative fee. The fee is calculated based on the total cost of the scheduled field trip. This fee also applies to any field trip that is considered a "no-show" for their confirmed field trip date.