



Matt -
FYI Kelly

CHESAPEAKE BAY FOUNDATION
Saving a National Treasure

Environmental Education
Confirmation and Initial Invoice

Hello Matthew Hand!

Congratulations! Independence School Local 1 is booked for an environmental education field experience with the Chesapeake Bay Foundation (CBF). If you are not the person attending the program on this date, please contact our office with the name and contact information for the group leader attending the program on this date. *Please sign and return this agreement 30 days prior to your scheduled date to confirm and hold your date. If we do not receive your signed agreement before the deadline, your date(s) will be released.*

Agreement

Program: Baltimore Harbor Study Center
Date: Monday, November 04, 2013 *
Notes/Location: Baltimore Harbor; max 28 total participants
Deposit Due (30 days in advance):** Friday, October 04, 2013 \$220.00

As the group leader, I agree to bring a group of participants on the CBF field program specified above and to the following:

- I will pay the amount shown above within 30 days of the scheduled field experience.
- I have read, understand, and agree to abide by the provisions of the Field Program Policies in the pre-trip information. I also understand that failure to either **confirm or cancel** my field trip **at least four (4) weeks in advance** of the first day of the field trip will be considered a breach of this reservation agreement and you **will forfeit 50% of your deposit and may not be considered for future trips**. I have/will discuss field trip policies and share participant information with my group.
- I understand that this program should be an integrated part of a classroom experience.
- I understand that CBF must have a completed health form for each individual who will participant with my group and agree to provide the field educator, on the day of our field experience, health forms for each individual participating.
- *Trip time: One-day programs typically run from 9 am until 4 pm but we can adjust these hours to meet your schedule. Please call the program manager to confirm times. You will receive a pre-trip call from the program manager about 2 weeks prior to your trip. Changes to the schedule should be discussed with the program manager at that time.


Group Leader: Matthew Hand

9/4/13
Date

Education Field Experience Scheduling Office

Please note: Pre-trip information has been sent via e-mail. If you did not receive it or are unable to print the documents, please contact Educationcoordinator@cbf.org or call 800-445-5572. Pre-trip information is available at cbf.org/programs. Click on either One-Day or Residential Programs and then the name of your program.

Please send this signed confirmation with payment/deposit to: Education Scheduling Department
Chesapeake Bay Foundation
6 Herndon Avenue
Annapolis, MD 21403
FAX: 443-716-3016