

Bridgeport Camp & Conference Center

Outdoor Education Program Request

3280 FM 2952
Bridgeport, Texas 76426
Phone 940-683-2555
www.bridgeportcamp.org



Step 1 Provide Information

School or Institution: _____ Phone _____ Fax _____

School/Institution Mailing Address: _____

School District: _____ Grade: _____

Primary Teacher Name: _____ # of Students _____

Primary Contact Phone: _____ # of Teachers _____

Primary Contact Email: _____ # of Chaperones/Aides _____

Step 2 Select a Program and Time

1 Exploration Day (PreK - 12th Grade) Min. 10/Max 200

2 Let's Be an Arborist (Pre K - 12th Grade) Min. 10/Max 200

3 Aquatic Adventures (Pre k - 12th Grade) Min. 10/Max 200

4 Who's a Turkey (PreK - 6th Grade) Min. 10/Max 90

5 Monarch Study (K-12th Grade) Min. 10/Max 90

6 Texas Aquatic Science (6th grade - 12th grade) Min. 10/Max 200

7 Individual Plan (Pre k - 12th Grade) Min. 10/Max 200

I'd like a specific visit geared toward our needs. Concept: _____

Step 3 Select Dates: month / day / Year

1st choice _____ 2nd Choice _____ 3rd Choice _____

We will get back with you shortly which date we are able to schedule your group.

***NOTE:** If you need an adjustment with times of your event, notify us here:

arrival time: _____ **departure time:** _____

Step 4 Accommodations

Student(s) with special needs? ___Yes / #_____ ___No

Please let us know in advance to see what accommodations we might have. Please list special needs and how many students with each special need such as; food allergies, ramp accessible,

Step 5 Calculate Fees

Payment methods; purchase order, or check to "Bridgeport Camp and Conference Center". No credit cards.

Description	# of People	Price	Sub-total
Free Teachers and Adult Chaperones/Aides	_____	X \$0.00	\$0.00
1- Exploration Day	_____	X \$	\$
2- Trees	_____	X \$	\$
3- Aquatic	_____	X \$	\$
4- Turkeys	_____	X \$	\$
5- Monarchs	_____	X \$	\$
6- Texas Aquatic Science Field Site Program	_____	X \$	\$
7- Other Individualized Plan (Price depends)	_____	X \$	\$
Lunches; Hotdog, chips, desert, drink	_____	X \$ 4.00 =	\$
Total Amount Due =			\$

Reservations are confirmed upon receipt of signed Reservation Contract and Deposit (10% of total due or \$200.00 minimum) Payment in Full is due to BCCC Office within 14 days after departure.

Reservation Deposit is refundable in full up to 30 days prior to scheduled event or inability to reschedule due to inclement weather.

Step 6 Submit Your Request

Contact: Caleb Burk 940-683-2555

Email: caleb@bridgeportcamp.org

Fax: 940-683-3085, Attn.: Caleb Burk (call to confirm fax receipt)

Mail: Bridgeport Camp and Conference Center
Attn.: Outdoor Education Director
3280 FM 2952
Bridgeport, Texas 76426

Step 7

Receive Confirmation and Program Materials

Once your request is processed (3-5 days), you will receive the following materials via email.

- Reservation Contract
- If you choose #7 Program you will receive a phone call and email to discuss details.

*** Please print from our website and share the following materials with all teachers attending. ***

- Student liability form- No child will be allowed to participate without a liability form signed by his/her parent/legal guardian
- Tips for the day of your visit
- Directions to BCCC

Change in program attendance:

- Due to material production expense, programs are invoiced according to reservation numbers.
- All notices of a **decrease** in number of students and adults attending must be reported to Bridgeport Camp and Conference Center 5 business days in advance of the scheduled visit. No shows and failure to provide adequate notification (five business days) of cancellation in numbers of people attending will forfeit individual program fee; the program will be billed according to original reservation. Again, please notify us at least five business days in advance of any changes in the number attending.
- All notices of an **increase** in number of students and adults attending must be reported to Bridgeport Camp and Conference Center 5 business days in advance of the scheduled visit. We may not be able to fully accommodate any excess students that arrive the day of the program. However, these students will be charged the program fees and must be paid at Check In the day of the program. Again, please notify us at least five business days in advance of any changes in the number attending.

Cancellations:

- All cancellation requests must be in writing/emailed to caleb@bridgeportcamp.org
- Cancellation requests received after 30 calendar days prior to the program date lose their deposit.

Inclement weather:

- Due to the necessity of being outdoors for all our placed-based programs we want your students to have the FULL outdoor experience so, if you have booked a program on a day in which the weather forecast requires that we consider cancelling or postponing the program including raining, storming, and snowing, we will attempt to communicate with the primary contact as soon as possible. Never assume that your program has been canceled.
- If we are unable to coordinate another date, a full refund will be issued. We will call the primary contact as soon as possible.
- BCCC follows the Bridgeport Independent School District inclement weather closings and delays. Programs will be considered canceled in the event of an inclement weather closing or delay by Bridgeport Independent School District.

By signing below, you are agreeing that you have read and understand Bridgeport Camp and Conference Center's Payment Procedures and Policies herein above.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

How did you hear about us? _____