

Bridgeport Camp & Conference Center

Project Learning Tree (PreK - 8th grade) 6 hour PDEC 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: _____

Primary Contact Name: _____ Primary Contact Phone: _____

Primary Contact Email: _____

of Teachers _____ Grade Level(s): _____

Step 2 Select a Training Schedule

1

Friday 4:30pm - Saturday 11:00pm, \$162.50/Educator, Min. 5/ Max 25
Provided with a dinner and breakfast text book, certificate, and goodies.

2

Saturday 8:00am - Saturday 5:00pm, \$119.00/Educator, Min. 5/ Max 25
Provided with a lunch, text book, certificate, and goodies.

3

Saturday 2:00pm - Sunday 11:00pm, \$162.50/Educator, Min. 5/ Max 25
Provided with a dinner, and breakfast, text book, certificate, and goodies.

Step 3 Select Dates (Record the dates of the day your group would like to arrive on) 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.

Lodging will be assigned according to Group Size and on a first come, first served basis

PLEASE NOTE - Linens are NOT provided.

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

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

Step 4 Accommodations

Any participant 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 educators with each special need such as; food allergies, ramp accessibilities, ADA compliant lodging.

Step 5

Calculate Fees

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

Description	# of Educators	Price	Sub-total
#1 - overnight with two meals		X \$162.50	\$
#2 - one day with one meal		X \$119.00	\$
#3 - overnight with two meals		X \$162.50	\$
Facility Fee: Pavilion	\$50.00 divided by #_____		
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

Send Us Your completed Form

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

Once your request is processed, you will receive the following materials via email.

Reservation Contract

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

**Educator liability form- No participant will be allowed to participate without a liability form signed

**Tips for your visit

**Directions to Camp

Change in program attendance:

- Due to material production expense, programs are invoiced according to reservation numbers.
- All notices of a **decrease** in number of educators 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 educators 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 educators that arrive the day of the program. However, these educators 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:

- If you have booked a training on a day in which the weather forecast requires that we consider cancelling or postponing the training due to hazardous driving conditions, we will attempt to communicate with the primary contact as soon as possible. Rain and other weather conditions can be worked around. Never assume that your training 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.

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? _____