

Scout & Youth Group Reservation Form



Quinta Mazatlan

McALLEN WING OF THE WORLD BIRDING CENTER

WELCOME

To the exciting field and lab experiences offered at Quinta Mazatlan! We offer a variety of educational programs and tours that emphasize the interrelationships of plants, animals and people to their environment.

SCHEDULING A PROGRAM

- Please submit a Reservation Form to: the center's Supervisor of Education
- Fax : (956) 681-3379
- Mail Hard Copy:
Quinta Mazatlan,
P.O. Box 220, McAllen, TX 78505

TERMS AND CONDITIONS

Each group must complete a Reservation Form to participate in a field trip. Your visit is NOT guaranteed until:

- Form is submitted
- P.O. and/or payment is made in advance of trip date
- Confirmation from Quinta Mazatlan

Note: If you do not receive a phone call from Quinta Mazatlan to confirm your reservation, please call the center and ask for the Supervisor of Education. It is possible that your form was not received at the center. (956) 681-3370.

CHAPERONES REQUIRED

Your group is required to bring one adult for every 10 students to ensure safety and to help supervise students. Volunteers are welcome to assist with the supervision of students. The program is designed for your students, please ask parents to leave younger siblings at home.

DRESS

Student should have a nametag BEFORE leaving school. This greatly improves our ability to communicate with the student. Please wear comfortable clothes. We recommend long pants and sneakers. Water bottle (refillable) and hats or visor are also a good idea in warmer weather. Sunscreen and insect repellent will be needed; however, we ask that parents apply product BEFORE leaving home. NOTE: Quinta Mazatlan staff cannot offer or apply sunscreen or insect repellent on students.

ARRIVE ON TIME

We have a packed day planned for your group so please arrive 15 minutes before class begins. Late arrival will result in a condensed program.

LUNCHES

Quinta Mazatlan can provide an area with tables and chairs for your group. Please notify us when you make your reservation if you plan to picnic as limited space is available.

NATURE GIFT STORE VISIT

Students will have time to visit the nature gift store with educational items to continue their learning once they leave the nature center.

SPECIAL NEEDS

Please notify Quinta Mazatlan of any special needs at the time of your reservation request. Thank you.

SAFETY PROCEDURES

Please read the Safety Procedures for Field Trips.

RAINY DAYS AND CANCELLATIONS

Quinta Mazatlan does not cancel in case of rain. The center will provide umbrellas for students and in case of severe weather an alternate indoor program. Program fees are non-refundable.

CHANGE NUMBER OF STUDENTS

All changes in group size need to be made no later than four weeks before the date of your field trip by the contact person who made the initial reservation. After this date you are responsible for payment for all seats reserved. This policy allows the center to continue to present quality programs and address staffing and supply needs for your reservation.

PAYMENT

Payment or purchase order is due in full upon confirmation of your date. Accepted forms of payment include Check, Cash, Visa and MasterCard. All checks must be payable to the City of McAllen.

WE VALUE YOUR SUGGESTIONS

We value your suggestions, comments or questions regarding programs offered at Quinta Mazatlan. Please complete the "Teacher Evaluation Form" and submit to the Supervisor of Education following your field trip or call the Manager or Supervisor at Quinta Mazatlan at (956) 681-3370.

CONFIRM

I've read and understand the rules and regulations set by Quinta Mazatlan.

Date: _____

Signature: _____

Quinta Mazatlan Scout Reservation Form

PLEASE SUBMIT THIS PAGE TO MAKE RESERVATION

SCHOOL INFORMATION

Group Name: _____ Today's Date: _____

Grade(s): _____ # of Children: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Contact Name: _____

E-mail: _____ Home or Cell Phone: _____

Does your group have special needs? _____

Will your class be having a picnic lunch at Quinta Mazatlan? _____

Preferred Event Date: _____ / _____ / _____ Alternate Event Date: _____ / _____ / _____

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For all youth groups - purchase order and or payment is due in full upon confirmation of your date

FEES DUE

TEACHERS / CHAPERONES
(require: 1:10 ratio k-12th grade) _____ X \$0.00 = \$ _____

SCOUT / YOUTH PROGRAMS
(Class minimum of 8 students or \$40 program fee) _____ X \$5.00 = \$ _____

PROGRAM NAME: _____

SOUVENIR GRAB BAG
Students will take home a special memento, which may include 25 Bird cards of Quinta Mazatlan, magnifying glass, and postcard. Items may vary depending on availability. No refunds or exchanges on items. _____ X \$3.00 = \$ _____

GRAND TOTAL = \$ _____

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PURCHASE ORDER AND OR PAYMENT IS DUE IN ADVANCE OF FIELD TRIP

METHOD OF PAYMENT

Please check one of the following

Purchase Order # _____

Credit card (Visa or MasterCard only) Visa MasterCard Card #: _____

Exp. Date: _____ Name on Card: _____

Billing Address (If different from above) _____

Mailing a check once date is confirmed (Payable to: City of McAllen)

Cash

NOTE: If fewer individuals arrive, group is still responsible for all reserved tickets. If you cancel your reservation, no program fees will be refunded.