



Group Program Application 2012

Contact Information

Name of school or group: _____ Date of application: _____

Mailing Address: _____

Group Leader (Primary Contact): _____

Phone: work _____ home _____ cell _____ best time to call: _____

Email address and/or website: _____

Secondary Contact Name _____

Phone: work: _____ home _____ cell _____ best time to call: _____

Email address and/or website: _____

PLEASE NOTE: At least one of the contacts listed above must be present on the farm during your group's program.

Schedule Availability

Program session (mark one): Fall (Sept-Nov) Spring (March-May) Summer (June-Aug)

Preferred Dates: 1st choice: _____ Is your schedule flexible? yes no

2nd choice: _____ If **yes**, please circle available months and days of the week →

Arrival time ____ a.m./p.m. Departure time ____ a.m./p.m. Programs can last between 1-4 hours.

PLEASE NOTE: Groups are responsible for arranging their own transportation.

How do you plan to travel here? Bus Van Parent drivers Other _____

If traveling by car, please carpool to reduce the environmental impact.

Will you have lunch here? yes no If yes, what time is lunch? _____

Lunch is not available on the farm; however, participants are welcome to bring their own lunches and picnic in the grass under the shade trees. Please be prepared to pack out your own trash and recycling!

Jan	Mon
Feb	Tues
March	Wed
April	Thurs
May	Fri
June	Sat
July	
Aug	
Sept	
Oct	
Nov	
Dec	

Group Description

Group size: Students _____ **PLEASE NOTE: Our maximum group size is 50 students.**

Adult Leaders _____ **PLEASE NOTE: We require at least one adult for every 10 students.**

Age range: _____ Grade (if applicable): _____

Are students eligible for free or reduced lunch? Yes No If yes, what percentage of students is eligible? _____ %

Special Needs Considerations:

- Youth-at-risk Physically impaired/mobility issues Developmentally delayed/disabled
 ESL (specify native language(s)): _____ Other _____

How many special needs participants are there in the group? _____ Please describe:

Student Health Considerations

Participants will spend the entire day outside interacting with plants, insects and foods. Are there any participants in your group who are allergic to foods, insects or plants? Yes No If yes, please describe the allergies present in your group and the number of students affected. _____

Are there students in your group who suffer from asthma or other breathing disorders? Yes No
If yes, how many students are affected? _____

Program Fees

The Food Literacy Project depends on program fees and donations to make our work possible. While all Food Literacy Project programs are subsidized by individual donors, corporate sponsors and local foundations, contributions from program participants constitute an important part of our operating budget and we request a program fee of \$5-15 per participant. Please indicate the amount on the given scale that you can pay per participant: \$_____. **You can send a check made out to the Food Literacy Project in advance or bring payment on the day of your field study.** If this scale is too high, how much do you expect to be able to contribute, per participant? \$_____ Do you wish to make an additional donation to the Food Literacy Project? yes amount: \$_____

The Food Literacy Project also requires all participating groups to “invest in” their field studies in the following ways:

1. Provide us with letters of thanks to share with the donor(s) sponsoring your group’s field trip.
2. Provide us with student descriptions and reflections from their experience at Oxmoor Farm in one or more of the following formats:
 1. Poetry
 2. Drawing/ Painting
 3. Essays
 4. Photo or Video
 5. Mixed-Media or collage

Please choose a reflective style that best meets your students’ needs and submit letters of thanks and reflective activities to the Food Literacy Project by mail within 30 days of your program.

Rain Policy

On mornings when rain is a threat our program staff will contact you about program feasibility. If our staff cancels the program, you are eligible for rescheduling or a full refund. However, **if you cancel a program, overruling our staff decision, you are not eligible for a refund or rescheduling.**

Cancellation Policy

Once your program is booked, we hold this date for your group. **Program cancellations and changes made fewer than 14 days from your field trip date will result in a \$50 cancellation fee which will be billed to your group.**

Photograph Consent Policy

My signature below signifies that I authorize that any photographs or video recording taken of my group during our participation in a program facilitated by the Food Literacy Project at Oxmoor Farm may be used by the Food Literacy Project for the purpose of promotion in perpetuity. I agree that the photo or video recording may be edited and otherwise altered at the sole discretion of the Food Literacy Project and used in whole or in part for any and all broadcasting, reproduction and/or exhibition purposes in any manner or media. I understand that these photographs and video recordings shall be fully owned by the Food Literacy Project and shall make no claim against the Food Literacy Project or the photographer for their use for any reason whatsoever. I agree to notify the Food Literacy Project if there are members of my group who are unable to be photographed.

What to Expect Next

Once we receive your completed application we will contact you to discuss your program and solidify a date. Afterwards, you can expect to receive a formal confirmation packet in the mail, including several forms that must be signed and returned prior to your group’s program on the farm. The Food Literacy Project reserves the right to refuse service to groups that do not submit necessary paperwork prior to their program dates.

My signature below signifies that I have read and understand the Food Literacy Project’s Program Application and agree to abide by the policies outlined throughout.

Group Leader’s Signature

Date

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR REFERENCE AND RECORDS!