

**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
MacKenzie Center  
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**Cathy Stepp, Secretary**  
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## **MACKENZIE CENTER**

### **Day Field Trip Reservation Form**

**NOTE:** Your reservation is not confirmed until this form is completed and **returned with \$10 reservation fee.**

School or Group: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Teachers or Leaders: \_\_\_\_\_

Group Size: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Have you been here before? \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Have you requested a MacKenzie Center educator? \_\_\_\_\_

What are your educational objectives for visiting MacKenzie? \_\_\_\_\_

Do you have any comments, requests or special needs? \_\_\_\_\_

**Day Fieldtrip Fees:** \$10 reservation fee, \$2 per (self-guided) or \$5 per student (with a MacKenzie Educator), chaperones free. Fees are payable upon arrival, reservation fee must be paid in advance. Cash or check only, payable to the MacKenzie Center.

**Arrival/ Departure:** Staff will greet you upon your arrival to the Center. Groups should arrive after 8 a.m. and depart before 4 p.m.

**Cancellation Policy:** If a cancellation is due to extreme weather conditions, or forces of nature, a full refund will be considered. If a cancellation is due to a facility failure a full refund will be made. All refunds are "minus" the reservation fee.

**Teaching aids:** Trail guides and maps are available upon check-in or on our web site. Please visit the web and share the materials with the other teachers or leaders so that all of you are prepared for your visit. This will make your visit more enjoyable and more meaningful. If you would like the assistance of a MacKenzie Center educator or need any lesson plans or teaching aids (nets, compasses, scavenger hunts, etc.) requests must be made at the time of reservation. Availability is based upon staff and volunteer schedules.

\* The Friends of the MacKenzie Center offer a scholarship program to visiting school groups. If you need financial assistance to help cover or decrease your field trip cost, please apply! For more information, call the office at 608-635-8105 or email [DNRMacKenzieCenter@wisconsin.gov](mailto:DNRMacKenzieCenter@wisconsin.gov)

\* The MacKenzie Center is also a member of the Nature Net Network in the greater Madison area. Visit us twice in a school year or visit us and another Nature Net location and you are eligible for bus and transportation reimbursement! Visit <http://www.naturenet.com/express.html> for more information.