



## Field trip request form

Submit request by email ([fairfield.osborn@sonoma.edu](mailto:fairfield.osborn@sonoma.edu)) or mail to Preserve Manager. Requests should be received 3 weeks prior to proposed visit. You will receive acknowledgement by email.

Individual Request  Group request

### Visitor information

Group Leader  
 Contact Info  
 Affiliation  
 Number of participants  
 Group Type:

Name:	Email:
Phone:	Fax (optional):
<input type="checkbox"/> Sonoma State Univ <input type="checkbox"/> Other (Name)	
Class name and/or number	
<input type="checkbox"/> Elementary School <input type="checkbox"/> Middle or High School	
<input type="checkbox"/> College or University <input type="checkbox"/> Other (Name)	

### Proposed dates and transportation

Date (m/day/yr):  
 Arrival Time:  
 Departure Time:

Day 1	Day 2	Day 3	Day 4	Day 5

How many vehicles?  
 (parking is limited, carpool if possible)

Coming by van?  Yes  No

### Purpose of Visit (describe in 2-3 sentences)

Do you wish to handle or collect specimens at FOP?  Yes  No

If yes, what material will you collect or handle? (check all that apply)

Non-living material (soil or rocks)  Plants, algae or fungi  Invertebrates  Vertebrates

Provide details about proposed handling or collecting methods. Specify use and approximate number of specimens to be collected. Include permit information if working with vertebrates or protected species.

Will you use the Education Center classroom?  Yes  No (If yes, fill in below)

Beginning Time:

End Time:

Please specify desired audio-visual equipment:

data projector w/ pc laptop  slide projector  overhead projector  
 CD/DVD/Video player  white board

How would you would like the classroom arranged?

audio-visual presentation/lecture style- chairs facing front  
 lab style with chairs circling tables  
 conference style- chairs around one central table.

**Note:** We require visitors to wash muddy shoes when there is a risk of spreading Sudden Oak Death Syndrome. Washing requires a minute per visitor. You must take this into account when scheduling trips. Follow instructions posted at the wash station in the parking lot.