

Metro | *Field trip application*

Park or Natural Area Oxbow Regional Park Smith and Bybee Wetlands Natural Area

Field trip date/time (*contact Sandy Jamison at 503-972-8543 to confirm field trip date prior to submitting application*)

<i>Month</i>	<i>Date</i>	<i>Year</i>

Oxbow Regional Park 9:30 a.m. to 1:30 p.m.
 10 a.m. to 2 p.m.
 other (4 hour block) _____

Smith and Bybee 9:30 to 11:30 a.m. (*single class*)
 10 a.m. to noon (*single class*)
 9:30 a.m. to 1:30 p.m. (*two classes*)
 10 a.m. to 2 p.m. (*two classes*)
 other (specify time) _____

School/group name _____

Teacher/leader name	#1 _____	#2 _____
address	_____	_____
city/state/zip	_____	_____
e-mail	_____	_____
office phone	_____	_____
home phone	_____	_____
cell phone	_____	_____

Transportation bus van carpool

Who will attend? # of students _____ grade level _____
Special needs/medical concerns/nut allergies _____
English language learners _____

Fee information **\$50 per class** (*you will receive an invoice from Metro upon approval of this application*)
 Our school qualifies for a fee waiver – please check one: Title I Other (use comments section)
 We request a transportation reimbursement
Attach completed Transportation Reimbursement Request (www.oregonmetro.gov/fieldtrips)

Comments _____

Field trip confirmation (*to be completed by Metro staff*)

Arrival time _____ **Departure time** _____

Meeting place (*the naturalist will greet you; please wait for him/her to board your bus*)
 Smith and Bybee Wetlands bus zone Smith and Bybee Wetlands parking area
 Oxbow park office Other _____

Fee waiver approved

Transportation reimbursement request approved

Questions? Contact Sandy Jamison at 503-972-8543 or sandra.jamison@oregonmetro.gov



Metro | *Transportation reimbursement request*

To help cover transportation costs, Metro provides reimbursement of up to \$250 per field trip (\$500 maximum per school) to **Oxbow Regional Park**. The City of Portland Bureau of Environmental Services provides reimbursement of up to \$250 per field trip to **Smith and Bybee Wetlands Natural Area**. The following criteria must be met:

- ✓ A request for transportation funds from the school and/or district has been denied.
- ✓ Students will not be able to participate in a Metro field trip without this funding.
- ✓ **ONLY** Schools whose address is within the city limits of Portland will be eligible for reimbursement for their field trip to Smith and Bybee Wetlands Natural Area.

PLEASE NOTE: It is the school's responsibility to ensure the transportation provider bills Metro/BES directly for the actual transportation costs.

*Invoices related to costs for transportation to **Oxbow Regional Park** must be received no later than 45 days following the field trip.*

Submit invoices to:

Sandy Jamison
Oregon Zoo
4001 SW Canyon Road
Portland, OR 97221-2799
sandra.jamison@oregonmetro.gov

*Invoices related to costs for transportation to **Smith and Bybee Wetlands Natural Area** must be received by June 30.*

Submit invoices to:

Megan Hanson
Bureau of Environmental Services
1120 SW 5th Avenue, Room 1000
Portland, OR 97204
megan.hanson@portlandoregon.gov

I understand and agree to the above.

Teacher's name

Date

School

For Metro use only (to be attached to check request)

5240-120-23700-23502-652-9999-x-13

Approved by: _____

Date: _____