



Classroom Program Information & Policies

Thank you for your interest in a NMWC classroom program! Please read the following Program Information & Policies. A completed and signed copy of the Classroom Program Request Form must be sent to:

New Mexico Wildlife Center, 19 Wheat St, Espanola, NM 87532

email: education@newmexicowildlifecenter.org

phone: (505) 753-9505

Your classroom program includes an hour presentation with 1-2 live Ambassador Animals and animal artifacts (“biofacts”). Our standard education program focuses on a species’ natural history, human impacts, and the individual story of the Ambassador Animal. If you would like us to highlight a specific topic, please indicate below.

School Classroom Programs are \$100/hour plus applicable mileage fee.

Reservations: Schedule early to help ensure your preferred date and time. All reservations are made on a “first-come, first-served” basis. **Two weeks advance registration is required.** Reservations are confirmed only when you receive an email from our education staff finalizing the date and time in response to your completed request form.

Mileage Fees: A mileage fee of \$0.54 per mile round trip from New Mexico Wildlife Center, rounded to the nearest dollar, will be charged for all programs in addition to the base program fee.

Payments: Payment is due in full by the day of the program. Checks, cash or credit card (MasterCard or VISA) are accepted. Please contact us directly if your school district requires a different payment method. Make checks payable to NMWC. Persons scheduling programs are responsible for all fees. Checks returned for insufficient funds will be charged an additional \$35 fee.

Cancellations & Refunds: No refunds will be provided for programs cancelled by the scheduling group. A group that cancels may reschedule; rescheduling groups will receive the lowest priority for program dates. Should the cancellation be the result of school closings, road conditions, or another similar reason, NMWC will make a reasonable effort to reschedule the program. A full refund will be provided in the event that NMWC must cancel a program and no alternative date can be scheduled.

By typing my name in the field below, I attest that I have read, understand and agree to the terms on this page. The New Mexico Wildlife Center, its officers, volunteers, employees and any cosponsor of the activity shall be held harmless from and against all liability for accident or injury to participants arising out of participation in this program.

Name: _____ Date: _____



Classroom Program Request Form

Contact Person:

Contact Phone:

Contact E-mail:

SCHOOL INFORMATION

Name of School:

Address:

School District:

Teacher(s):
(if different from contact person)

Program Address:
(if different from above)

Number of Adults: Number of Students: Grade(s):

Date Requested:		Start Time Requested (between 10am and 2pm):	
1st Choice	<input type="text"/>	1st Choice	<input type="text"/>
2nd Choice	<input type="text"/>	2nd Choice	<input type="text"/>
3rd Choice	<input type="text"/>		

Are there any animals you would prefer we NOT include during the program?

Owls Snakes Other: _____

Our standard education program focuses on a species' natural history, human impacts, and the individual story of the Ambassador Animal. If there are any specific topics you'd like us to highlight in the program, please tell us here:

Any other things you'd like us to know?