



Registration Form for Zoo to You Outreaches - School

Completed forms may be faxed to the Education Department at (757) 625-1061, emailed to judy.totten@norfolk.gov, or mailed to: VZS Education Dept., 3500 Granby St., Norfolk, VA 23504

Name of Facility or Organization: _____

Contact Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____ Evening or Cell Phone: _____

Email: _____

Your confirmation letter will be sent to this email address

Please list dates and times in order of your preference.

Program Date: 1st Preference _____ 2nd Preference _____ 3rd Preference _____

Program Start Time: 1st Preference _____ 2nd Preference _____ 3rd Preference _____

Program Title: _____ Grade: _____

Age of participants attending: _____ Number of participants attending: _____

Cost: \$300.00/45-50 minute program for up to 30 K-12 students with additional travel fee.

Please list any special accommodations needed:

For the safety of the animals, we prefer that we facilitate any outreach programs in a room dedicated only to the program. Is your facility able to provide a dedicated room for the outreach program? Yes No

Audience Size: Due to the hands-on nature of our programs and live animal presentation, we can only accommodate up to 30 students in each program. Multiple programs can be booked on the same day to accommodate larger groups. (Please note: If there are more than 30 students in a program without prior approval from the Education Department, then a fee of \$10 per additional student will be charged and portions of the program may be changed or omitted.)

Confirmation and payment: Full payment is due before the start of all programs. Personal or school check, credit, or debit cards are accepted. Checks should be made payable to VZS. To pay by debit or credit card, please call the Education Department at (757) 441-2374 x229. Card payments are accepted on weekdays and must be received at least 24 hours prior to the scheduled date of the program. Card payments will not be accepted the day of program.

Reschedule and Cancellation Policy: If your program must be rescheduled for any reason, the Education Department must be contacted at least seven (7) calendar days prior to the originally scheduled program. Please note that the new program date must be scheduled at least 7 business days after the original scheduled date. Reschedule requests are subject to the availability of the new date requested, which could be problematic during busy seasons. Program cancellations must be received at least 7 business days prior to the scheduled date of the program. An invoice will be sent for any programs cancelled less than 7 business days prior to the scheduled date of the program.

I have read and agreed to the above concerning audience size, confirmation, payment, and program cancellation.

Signature of Responsible Party: _____ Date: _____