



MISSOURI RIVER EDUCATION FIELD TRIP POLICIES

All program participants must adhere to Missouri River Relief's safety policy and follow instructions from Missouri River Relief staff and volunteers.

Participant Numbers: We can accommodate between 30-250 students per day but please limit the number of participants to the discussed and agreed upon group size in your program proposal. We carefully plan our program content, boat capacity, materials and staffing based on the number of participants that are in your program proposal.

Chaperones: Please bring the minimum number of chaperones/teachers listed below.

Grades	Number of Chaperones Required
Kindergarten to 3 rd Grade	1 Adult Per 5 Students
4 th Grade to 12 th Grade	1 Adult Per 10 Students
Special Education	1 Adult Per 5 Students

Cost of a Field Trip Program: Once we receive your request, we will contact you with a program proposal that includes a breakdown of the field trip cost. Examples of costs associated with programs include motorboat usage and crew, program coordination, materials, lunch for the volunteers and a port-a-potty rental. This program proposal will **not** include bus transportation or participant lunches.

As a non-profit organization, we understand that not every school or organization has the funds to cover the program cost. Missouri River Relief has limited funds available for financial aid and we aim to share this resource with as many schools or organizations as possible. We ask that schools or organizations contribute to their ability and seek additional funding from other sources.

Program Deposit: Once the date, time, and program fee are agreed upon, a Missouri River Relief staff member will send you a confirmation agreement and invoice for the program deposit. There is a \$100 program deposit required to hold your date/time. Deposits are non-refundable (except in emergencies or cancellations by MRR staff) and go towards your total program fee. You will have ten business days to pay the program deposit or your date/time will be freed up for other groups. To pay the \$100 program deposit, there are two options:

- Mail a check to "Missouri River Relief" at P.O. Box 463 Columbia, MO 65205.
- Submit a "Purchase Order Number" via email to kristen@riverrelief.org

Invoicing & Payment: We require payment in full within 10 business days after you attend your field trip date. Please mail your final payment check to "Missouri River Relief" at P.O. Box 463 Columbia, MO 65205.

Arrival and Departure: Please indicate your expected arrival and departure time when you request a program. You must notify us at (636) 288-5570 on the day of the field trip if you cannot make your assigned time. If your group is more than 15 minutes late, we reserve the right to modify your field trip activities in the interest of safety and time. There will be no refunds or reduction of fees in this circumstance.

Being Prepared: Please make sure participants wear sturdy footwear (sneakers/boots) that can get muddy. Sandals and flip flops are not allowed. Encourage participants to dress comfortably and if necessary, bring a jacket and hat for the weather. It's always a little cooler and a little windier on the river!

Boats: We will be on the Missouri River in 24' to 26' open motorboats with an aluminum plate and 115-200 horsepower marine motors.

Safety: Safety is our number one priority; we will provide participants with a safety talk and lifejackets before any boat activities. Participants, chaperones and/or teachers do not need to know how to swim because we will not be entering the water. Our aluminum plate boats are piloted by experienced boat captains that have completed boat operator training and are assisted by trained deckhands. All program participants must adhere to Missouri River Relief's safety policy and follow instructions from Missouri River Relief staff and volunteers.

Risk Release Forms: All participants need to complete the **Participant General Risk Release Form** and adults (including teachers and chaperones) need to complete the **Adult General Risk Release Form**. A link to the forms will be sent with your confirmation agreement. Please bring all completed "Risk Release Forms" to the field trip. We will collect them at the beginning of the field trip.

Needs For Additional Support: If you have a participant that needs additional support (i.e., mobility, visual or hearing impairments), please inform Missouri River Relief when requesting your field trip and we can make arrangements and/or accommodations.

Weather: If it is lightly raining we will still continue with programs. If the weather is bad (storming/lightning), we may, at Missouri River Relief's discretion, cancel the program or offer alternative activities/dates.

Flooding: National Weather Service communicates issues related to flood stage via river gauges. These river forecasts take into account past precipitation and the precipitation amounts expected approximately 24 hours into the future. If the river is in technical flood stage (i.e. "minor" or higher), we will remove the boat experience, and the trip will be land-based.

Cancellation: To cancel a reservation, you must notify us at least 30 business days in advance by contacting (573) 443-0292 or kristen@riverrelief.org. **If your group does not give 30 days advance notice of cancellation, you will be invoiced for the entire program fee.** Unfortunately, with less than 30 days notice, we cannot fill your date and time slot, and we must cover our staffs' time and the expenses that are lost.

- School groups will **not** be charged a cancellation fee due to weather related school closures.

Need More Information? Contact Kristen Schulte, Education Director, at (573) 443-0292 or kristen@riverrelief.org