



Field Trip Registration Form

(K-12 School Groups only)

(Applies APRIL-MAY, SEPT-OCT. Contact the Zoo for trips JUNE-AUGUST)
(Excludes day camps, church groups, daycares, and adult care facilities)

Date of Field Trip _____

Rain Date (if applicable) _____

School/Facility Name _____

Teacher Contact _____

School Address _____

City, State & Zip _____

Phone (w/ area code) _____

Fax _____

Email _____

Estimated Arrival Time _____

Estimated Departure Time _____

Students (ages 3-18) _____

Adults (ages 19+) _____

Train Tickets _____

Carousel Tickets _____

Train and Carousel tickets are \$2.00 per ticket for Field Trip Groups.

Babies (ages 0-2) (doesn't count toward paid admissions) _____

Zoo Members (all ages) (doesn't count toward paid admissions) _____

Picnic Grove Rental allows your school access to the Picnic Grove for 2 hours (**\$40**)

Yes _____ No _____

Preferred time of rental: _____

Field Trip Registration Directions:

1. Fax this completed form to the Potawatomi Zoo at (574) 235-9080.
2. Upon receipt of your Field Trip Registration Form, the Potawatomi Zoo will fax or email you a confirmation. **This confirmation must be brought in on the day of your trip to receive the group rate. Zoo Members and children 2 and under don't count toward paid admissions.**
3. **For chaperones to receive the group rate, payment must be submitted to the teachers. The Zoo will no longer allow additional adults to pay the group rate separately at the entrance.**
4. Questions? Contact the Guest Service Assistant Manager Kelsey at 574-235-7620 or email kdepaepe@potawatomizoo.org.

Field Trip Information

Field Trip Admission Rates:

You must have a school group of **20 or more paid admissions (excluding Zoo Members and babies) during the week** to receive the Field Trip group rate. To receive the Field Trip group rates, a completed registration form must be faxed to the Zoo, and the group must receive confirmation.

Teachers/Chaperones (ages 19+)	\$6.50
Students (ages 3-18)	\$5.50

Rates are subject to change.

In order for chaperones to receive the group rate, payment must be submitted to the teachers. The Zoo will no longer allow additional adults to pay the group rate separately at the entrance.

Train/Carousel Rates:

For K-12 school groups, Train and Carousel tickets are discounted to \$2 per person when purchased as a group. Individual ticket purchases will not receive the discounted price. Please submit your count on the registration form.

Registering Your Field Trip:

- Fax the completed Field Trip Registration Form to (574) 235-9080.
- After receiving your registration, the Zoo will send you a confirmation.
- On the day of your field trip, bring the bottom portion of the confirmation form with you to receive the group rate. On the confirmation form is a section you can fill out on the day of your field trip with the number of students and adults in your party, which should be given to the Admissions Cashier upon entering the Zoo.
- You can pay for your Potawatomi Zoo Field Trip using cash, check, or credit card. If you would like to use a purchase order, you must contact the Zoo's Guest Services Manager prior to your field trip.

Entering With Your Group:

One representative should present the total number of students and adults (**excluding Zoo Members**) in your group with payment. Exact payment is appreciated and will expedite your entrance to the Zoo. We accept check, cash, and credit card on the day of your trip. If you have registered for an Education Program, remember to submit your statement stub with your payment.

If anyone in your group is using a Zoo Membership, the admissions staff will need to see membership cards and photo identification at the entrance. If a student is using the family's membership without the primary member in attendance, we recommend that you copy the card along with the primary card holder's identification and submit the copy with your payment.

Parking:

Bus parking is no longer available in the main parking lot. Buses may park in Kid's Kingdom parking lot, on Wall Street, or on Greenlawn Avenue.

Groups may unload at the Zoo entrance curb, but please be respectful of other buses waiting to unload and other Zoo visitors using the parking lot or sidewalks.

Food/ Picnic Grove:

No food may be brought into the Zoo.

- If you bring sack lunches, there are picnic tables located outside of the Zoo in Potawatomi Park (across the parking lot). Please prepare to store your own lunches until you plan on eating.
- The Congo Café, located on Zoo grounds, offers a variety of food and meal options. It is also available for catering. You can call (574) 235-5515 for more information.

If you want to rent the Picnic Grove, you must include your request on the registration form.

- The Picnic Grove Rental allows your school access to the Picnic Grove for 2 hours.
- You are permitted to bring outside food and store your belongings in the Grove.
- Please be aware that the Picnic Grove is outside, does not lock, and is not exclusive to only one group. The Zoo is not responsible for lost or stolen items.
- The fee for renting the Grove is \$40 for 2 hours.

Education Programs:

During your field trip, you may opt to schedule a 30-minute animal program offered by the Education Department. During your program, you will meet and learn about 2-4 different animals. Each program is \$40 and is generally limited to 35 people. Other arrangements can be made.

For more information or to schedule a program, contact Education at (574) 235-7621 or education@potawatomizoo.org.

Souvenirs:

The Gift Shop offers a variety of souvenirs for you and your students to remember your day at the zoo. Merchandise prices range from 6¢ and up. Gift bags may be purchased for students and picked up in the Zoo's main office. Please call (574) 235-5615 for more information.

- For safety, the number of students in the Gift Shop may be limited.
- Please have 1 chaperone per 10 students inside the Gift Shop.

Rules:

During your field trip at Potawatomi Zoo, you are visiting the animals' homes, so please be respectful and follow these rules:

- Stay on all public pathways.
- There is no smoking or vaping allowed inside the zoo.
- Balloons are not allowed inside the zoo.
- Please do not run or yell inside the zoo.
- Students must remain with an adult chaperone at all times.
- Do not tap or bang on exhibit glass as this frightens the animals.

- Do not throw **anything** into the exhibits. The animals are on strict diets and ingestion of other objects can be harmful.

The Zoo reserves the right to deny admission or require a person already admitted to leave Zoo grounds without a refund if we consider that the circumstances so require.

Notes:

The Potawatomi Zoo strives to have all of our animals on exhibit while the Zoo is open, but this not always possible. In the beginning of the season, some animals may still be in winter holding until the temperatures increase. During the summer months, extremely high temperatures will warrant a heat advisory, and animals will be given access to their indoor buildings.

If there is inclement weather, please plan accordingly. The Congo Café may close during inclement weather.

There is only one public indoor exhibit building on Zoo grounds. The giraffe barn has some public access. All other exhibits are outdoors.

The Zoo does not issue rain checks or refunds. Please call the Zoo at (574) 235-9800 if you must cancel your field trip due to inclement weather.

Questions?

Contact the Potawatomi Zoo Guest Services Assistant Kelsey at (574) 235-7620 or email at kdepaepe@potawatomizoo.org.