



# FIELD TRIP EXPERIENCE RESERVATION PROCESS



1. Read through the **Session Highlights** document to familiarize yourself with the activities we offer.
2. Fill out the **Reservation Request Form**.
  - 🌿 This form is available as a workable document to be filled out electronically.
3. E-mail the **Reservation Request Form** to Director of Education, Katie Mastenbrook, at [kmastenbrook@tampabaywatch.org](mailto:kmastenbrook@tampabaywatch.org).
4. The director will review your request, draft an agenda, and contact you with any additional questions.
5. The director will send a **confirmation email** containing agenda for scheduled day and invoice including payment summary:
  - 🌿 **YOUR DATE IS NOT SECURED UNTIL YOU RECEIVE THESE TWO ITEMS.**
  - 🌿 Please read through these items and contact us with any changes as soon as possible as we schedule our staff accordingly.
6. The **deposit**, if applicable, must be paid within 10 days of confirmation to hold your date.
7. The remaining **balance** is due prior to the first day of your field experience.
8. A **reminder email** will be sent the month prior to your program with information on how to prepare for your field experience.
  - 🌿 Please respond with any updates if applicable.



# FIELD TRIP EXPERIENCE

## SESSION HIGHLIGHTS



### SESSION HIGHLIGHTS:

- 🌿 **Introduction to Tampa Bay Watch** – This presentation is given to all field trip participants. The introduction discusses estuary ecology, watershed dynamics, and what Tampa Bay Watch is doing to promote stewardship of the estuary through education and restoration.
- 🌿 **Lab Sessions** – Participate in our field and science-based activities in our Marine Education Center or outdoor wet labs.
  - **Plankton Encounter** – Students have the opportunity to collect and identify plankton using microscopes, as well as learn about its role in ocean health.
  - **Invertebrate Investigation** – Roll up your sleeves and get up-close and personal with the animals that live in the Tampa Bay estuary. In this lab, students dive into scientific classification using observation skills.
  - **Seine the Bay** – Students venture into shallow seagrass beds and use seine nets to collect nearshore animals, use field guides for identification, and discuss the relationships between our coastal habitats and its inhabitants.  
*\*Grades 2 and up*
  - **Squid Dissection** – Take a closer look at the world of mollusks. Students will engage in a squid dissection to learn firsthand about their external and internal anatomy.  
*\*Grades 5 and up*
  - **Water Quality** – Good water quality is critical to the health of the Tampa Bay estuary. Students use scientific tools to measure and learn about the basic physical and chemical properties of water and their impact on marine life. Partnering with EarthEcho, students submit their findings in an international water quality database.  
*\*Grades 6 and up*
  - **Microplastics** – Discover firsthand one of the leading threats to the Tampa Bay estuary. Students collect and analyze local water samples for the presence of plastic. Data is contributed to the Florida Microplastic Awareness Project, monitoring the entire state of Florida.  
*\*Grades 7 and up*
  - **Classroom Boat Otter Trawl** – Come aboard our Coast Guard certified 32' catamaran to explore the bay habitats. Using an otter trawl net, animals are collected and students investigate our native species and their unique adaptations.  
*\*30 person total max, available seasonally*
- **Sand Dune Restoration** – Students take an opportunity to learn about the importance of sand dune habitat and its preservation. Travel with your class to our nearby restoration site at Fort DeSoto Park, where students will plant a section of juvenile sea oats that help re-establish local dunes.
- **Coastal Cleanup** – Marine debris is one of the most widespread pollution problems threatening our oceans. Reduce, reuse, recycle, and rethink your connection to your local bodies of water by joining our team in cleaning up a stretch of beach. Findings during this cleanup will be added to the International Coastal Cleanup worldwide database.
- 🌿 **Full-Day Programs**
  - **Kayak Tampa Bay** – Paddle through pristine Shell Key Preserve which boasts rich mangrove forests, seagrass flats, and shallow waters teeming with marine life. There is no better way to discover the bay inhabitants and its importance.  
*\*28 person total max, grade 6 and up, available seasonally*
  - **Snorkel Tampa Bay** – Students snorkel over sandy bottom habitats, seagrass beds, and get up close and personal with mangrove roots in Shell Key Preserve. Using dip nets, students and instructors will collect a variety of exciting marine animals.  
*\*30 person total max, available seasonally*



# FIELD TRIP EXPERIENCE RESERVATION REQUEST FORM



## BUILD YOUR FIELD TRIP:

Tampa Bay Watch provides the ability to create and customize your own field trip experience. Here are a few important details to consider:

- ✦ Tampa Bay Watch can accommodate a maximum of 50 students per day, no exceptions.
- ✦ Group sizes up to 25 students may choose one or two labs; groups with 25 to 50 students must choose two different labs.
- ✦ All field trip experiences are limited to two labs a day.
- ✦ Tampa Bay Watch welcomes one chaperone for every five students (including teachers). Additional chaperones will be charged.
- ✦ Every field trip includes an introduction to Tampa Bay Watch and a 30 minute lunch break.
- ✦ Groups are responsible for providing their own transportation and lunch.
- ✦ Learn what is included in each lab by reading through the Session Highlights document.

## PLEASE NOTE:

**Teachers and chaperones must be involved and are responsible for student discipline issues.**

**Activities are selected according to the discretion of Tampa Bay Watch staff and are weather dependent/subject to change.**

## STEP 1: ABOUT YOU AND YOUR SCHOOL

*(All fields required)*

Full name \_\_\_\_\_

Contact name of chaperone on visit day (if different) \_\_\_\_\_

Phone # \_\_\_\_\_ Personal phone # (optional) \_\_\_\_\_

Email \_\_\_\_\_

School name \_\_\_\_\_

School address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

## STEP 2: GROUP AND SIZE INFORMATION

*(ALL FIELDS REQUIRED)*

Type of school:  Public  Private  Other

Requesting financial assistance if available (Please elaborate below)  
(i.e.; Title I school, participation in free lunch program, low school grade):

Number of students attending program: \_\_\_\_\_

Grade level attending: \_\_\_\_\_

Number of teachers/chaperones attending: \_\_\_\_\_

Mode of transportation to field trip:

Bus  Carpooling  How many vehicles? \_\_\_\_\_

### SPECIAL NEEDS

If anyone in your group has physical or intellectual impairment, please let us know below, and if you will need assistance from TBW staff.

## STEP 3: SELECT DATES & TIMES

If space is available, your group will be scheduled within your requested date and time frame.

List several choices (particular dates/weeks) in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Earliest possible arrival time: \_\_\_\_\_

Latest possible departure time: \_\_\_\_\_



# FIELD TRIP EXPERIENCE RESERVATION REQUEST FORM



SCHOOL NAME:

## LABS - \$150 EACH

**PLANKTON ENCOUNTER**

**INVERTEBRATE INVESTIGATION**

**SEINE THE BAY**  
\*GRADES 2 & UP

**SQUID DISSECTION**  
\*GRADES 5 & UP

**WATER QUALITY**  
\*GRADES 6 & UP  
\*CITIZEN SCIENCE

**MICROPLASTICS**  
\*GRADES 7 & UP  
\*CITIZEN SCIENCE

**CLASSROOM BOAT OTTER TRAWL**  
\$250

**SAND DUNE RESTORATION**  
\*SERVICE LEARNING

**COASTAL CLEANUP**  
\*CITIZEN SCIENCE  
\*SERVICE LEARNING

## FULL-DAY PROGRAMS - \$400 EACH

**KAYAK TAMPA BAY**  
\*GRADES 6 AND UP  
\*28-PERSON MAX

**SNORKEL TAMPA BAY**  
\*30-PERSON MAX

EMAIL THIS COMPLETED FIELD TRIP EXPERIENCE RESERVATION REQUEST FORM TO [KMASTENBROOK@TAMPABAYWATCH.ORG](mailto:KMASTENBROOK@TAMPABAYWATCH.ORG).



# FIELD TRIP EXPERIENCE QUESTIONS & ANSWERS



## GENERAL

- Field experiences can last up to 4 hours in one day.
- All schedules will include an Introduction to Tampa Bay Watch and a 30 minute lunch break.
- Groups must arrange their own transportation and lunches.
- Teachers and chaperones are responsible for all disciplinary action that may be needed.
- Group sizes up to 25 students may choose one or two labs; groups with 25 to 50 students **must** choose two different labs.

## PROGRAMS:

- Review the Session Highlights document for descriptions of each of our programs.
- Select your preferred programs, keeping grade level requirements and number of total participants in mind.

## DATES:

- Specify the dates you are available to come, in order of preference.
- We cannot guarantee requested dates; reservations are made on a “first come, first serve” basis.
- Date(s) is not secured until you receive a confirmation email with an invoice and agenda and have paid your deposit, if applicable.

## GROUP SIZE:

- We can accommodate up to 50 students on-site in one day.
- If you have more than 50 participants, you will need to schedule multiple dates.
- Classroom Boat: We can accommodate a maximum of 30 participants (students and adults) on the boat at one time.
- One chaperone/teacher per every five students allowed; extra chaperones will be charged.

## DEPOSIT & PAYMENT:

- 25% deposit is due within 10 business days of booking.
- Final payment is due prior to first day of field trip experience.

## FINANCIAL ASSISTANCE:

- Tampa Bay Watch receives private donations and grant funding to help offer free programming to Title I public schools and other public school groups that meet criteria (i.e. free and reduced lunch program, overall school grade, etc.).
- Financial assistance is not guaranteed and is applied at a “first come” basis. Please let us know on the reservation request form if your school falls into any of these categories.

## CANCELLATION POLICY:

- Cancellations within 30 days of scheduled date will forfeit deposit.
- Cancellations within 7 days of scheduled date will forfeit deposit and 50% of remaining balance.
- If canceling, schools receiving financial assistance must notify director within 14 days of scheduled field trip date. Cancellations made with 14 days of date risk losing future funding opportunities.



# FIELD TRIP EXPERIENCE QUESTIONS & ANSWERS



## EXAMPLE SCHEDULES

### Example: Up to 25 students

9:00am Your school arrives  
 9:00 - 9:30 Introduction to Tampa Bay Watch  
 9:30 - 11:00 Classroom Boat Otter Trawl  
 11:00 - 11:30 Lunch Break (Bring your own lunch)  
 11:30 - 1:00 Plankton Encounter  
 1:00pm Group departs

### Example: 25-50 students

9:00am Your school arrives  
 9:00 - 9:30 Introduction to Tampa Bay Watch  
 9:30 - 11:00 Group A: Classroom Boat Otter Trawl  
 Group B: Plankton Encounter  
 11:00 - 11:30 Lunch Break (Bring your own lunch)  
 11:30 - 1:00 Group A: Plankton Encounter  
 Group B: Classroom Boat Otter Trawl  
 1:00pm Group departs

## FIELD TRIP EXPERIENCE PRICING

Program List	Price	Minimum Grade Level
<b>Lab Sessions</b> <ul style="list-style-type: none"> <li>• Plankton Encounter</li> <li>• Invertebrate Investigation</li> <li>• Seine the Bay</li> <li>• Squid Dissection</li> <li>• Water Quality</li> <li>• Microplastics</li> <li>• Sand Dune Restoration</li> <li>• Coastal Cleanup</li> </ul>	\$150 per 25 students	Squid dissection: 5 <sup>th</sup> grade and up Water Quality: 6 <sup>th</sup> grade and up Micro-Plastic: 7 <sup>th</sup> grade and up Seine the Bay: 2 <sup>nd</sup> grade and up
<b>Classroom Boat Otter Trawl</b>	\$250 per trip	All ages
<b>Snorkel Tampa Bay</b>	\$400 per trip	All ages
<b>Kayak Tampa Bay</b>	\$400 per trip	6 <sup>th</sup> grade and up