



# FIELD TRIP EXPERIENCE RESERVATION PROCESS



2021-22 ACADEMIC YEAR · UPDATED FOR COVID-19

## TO COMPLETE A RESERVATION REQUEST:

1. Read through the [Session Highlights](#), [More Information](#), and [COVID-19 Protocols](#) documents to familiarize yourself with the field trip options and reservation process.
2. Fill out the attached **Reservation Request Form**.
  - 🌿 This form is a workable document to be filled out electronically.
  - 🌿 Refer to the program calendar at [tampabaywatch.org/fieldtrips](http://tampabaywatch.org/fieldtrips) for dates of availability prior to selecting your dates.
3. Email the completed **Reservation Request Form** to the Director of Education, Katie Mastenbrook, at [kmastenbrook@tampabaywatch.org](mailto:kmastenbrook@tampabaywatch.org).
4. The director reviews and fulfills reservation requests on a first-submitted basis. Schedules and daily agendas will be drafted accordingly.
5. The director will send a confirmation email containing an agenda for your field trip date and an invoice, if applicable.
  - 🌿 Your date is not secured until a confirmation email is received.
  - 🌿 Please review your agenda and invoice and contact us as soon as possible if requesting modifications.
6. Payments must be made in full prior to the day(s) of your scheduled field trip.
7. A **reminder email** will be sent one month prior to your program with information on how to prepare for your visit.
  - 🌿 Please respond with any updates if applicable.



# FIELD TRIP EXPERIENCE SESSION HIGHLIGHTS



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## SESSION HIGHLIGHTS:

- 🌿 **Introduction to Tampa Bay Watch** – This presentation is given at the start of all field trips. The introduction discusses estuary ecology, watershed dynamics, and what Tampa Bay Watch is doing to promote stewardship of the bay through education and restoration.
- 🌿 **Lab Sessions** – Participate in our field and science-based activities in our Marine Education Center or outdoor wet labs.
  - **Classroom Boat Otter Trawl** – Come aboard our 32' Coast Guard-certified classroom vessel to explore the bay habitats. Using an otter trawl net, animals are collected and students investigate native species and their unique adaptations.  
*\*30-person total max, available seasonally*
  - **Coastal Cleanup** – Reduce, reuse, recycle, and rethink your connection to your local bodies of water. Students participate in a local beach cleanup and submit their findings to the Ocean Conservancy worldwide database.
  - **Invertebrate Investigation** – Roll up your sleeves and get up-close and personal with the animals that live in the Tampa Bay estuary. Students interact with various invertebrates, practicing observation skills and scientific classification.
  - **Microplastics** – Discover firsthand one of the leading threats to our oceans. 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*
  - **Plankton Encounter** – Investigate the vast amount of life within a water drop. Students collect and identify plankton using microscopes, as well as learn about its role in ocean health.
  - **Sea Turtle Nesting** – Become a sea turtle biologist for the day. Students engage in a mock sea turtle nest monitoring and excavation, learning about basic sea turtle ecology and conservation efforts.  
*\*Grades 6 and up*
- **Seine the Bay** – Experience the Tampa Bay estuary like never before. Students venture into shallow seagrass beds and use seine nets to collect and identify nearshore animals and discuss the relationships between our coastal habitats and their inhabitants.  
*\*Grades 2 and up*
- **Squid Dissection** – Take a close look at the world of mollusks. Students participate in a squid dissection to learn about the anatomy of squid and their unique adaptations.  
*\*Grades 5 and up*
- **Water Quality** – Learn about the basic chemical properties of water and their impact on marine life. Students use scientific tools to measure the quality of our local waters and submit their findings to Earth Echo International, monitoring the health of water across the globe.  
*\*Grades 6 and up*
- 🌿 **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. Students learn introductory paddling skills while exploring the unique estuarine habitats.  
*\*28-person total max, grades 6 and up, available seasonally*
  - **Snorkel Tampa Bay** – Dive into the Tampa Bay estuary. Students snorkel over sand flats and seagrass beds, taking an up-close look at the biodiversity within. With dip nets, animals are collected for observation.  
*\*30-person total max, available seasonally*



# FIELD TRIP EXPERIENCE MORE INFORMATION



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### GENERAL:

- Field trip experiences are 3.5 hours in duration.
- Each field trip includes an "Introduction to Tampa Bay Watch" presentation and a 30-minute lunch break.
- Groups must provide their own transportation and lunches.
- Teachers and chaperones are responsible for student discipline if necessary.
- Group sizes up to 50 participants (students and chaperones) may choose one or two labs. If doing two labs, the group will be charged for both labs.
- All field trip experiences are limited to two labs a day.

### 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.

### TRANSPORTATION:

- Tampa Bay Watch is located at 3000 Pinellas Bayway South, Tierra Verde, FL 33715.
- Transportation rental companies that frequent our facility include Escot, Recreation Express, Astro Bus, and Assured Transportation.
- If the group is carpooling, please indicate on the reservation request form under the "mode of transportation" section.

### PARKING:

- Tampa Bay Watch has a designated bus parking spot onsite. Bus parking maneuverability can be challenging once onsite, as facility parking space is limited.
- Overflow parking for buses or carpooling groups is available in the grass across the road from the facility. Please do not block the sidewalk.

### DATES:

- Specify the dates you are available to visit, in order of preference.
- Requested dates are not guaranteed; reservations are made on a first-submitted basis.
- Date(s) is not secured until you receive a confirmation email with an agenda and invoice.

### GROUP SIZE:

- In response to COVID-19, Tampa Bay Watch can only accommodate up to 50 participants in a program day, including teachers and chaperones.
- If you have more than 50 participants, you will need to schedule multiple dates.
- The classroom boat can accommodate a maximum of 30 participants (students and adults) at one time.

### PAYMENT:

- All field trip fees are due prior to the first day of scheduled field trip experiences.

### FINANCIAL ASSISTANCE:

- The Estuary EDventures program receives private donations and grants to provide funding assistance for Title I public schools and other public school groups that meet assistance criteria (e.g. free and reduced lunch program, overall academic performance, etc.).
- Financial assistance is not guaranteed and is applied on a first-requested basis. Please indicate on the reservation request form if your school meets qualifying criteria.

### CANCELLATION POLICY:

- Tampa Bay Watch reserves the right to cancel a field trip at any time. In the unlikely event this occurs, a full refund will be issued.
- Due to the uncertainty of the current pandemic, if a cancellation occurs by either party and a reschedule date cannot be scheduled, a full refund will be issued.



# FIELD TRIP EXPERIENCE MORE INFORMATION



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## EXAMPLE SCHEDULES

### Example: Up to 25 participants

9:30	Arrival
9:30-10:00	Introduction to Tampa Bay Watch
10:00-11:15	Classroom Boat Otter Trawl
11:15-11:45	Lunch Break
11:45-1:00	Plankton Encounter
1:00	Departure

### Example: 25-50 participants

9:30	Arrival
9:30-10:00	Introduction to Tampa Bay Watch
10:00-11:15	Group A: Classroom Boat Otter Trawl Group B: Plankton Encounter
11:15-11:45	Lunch Break
11:45-1:00	Group A: Plankton Encounter Group B: Classroom Boat Otter Trawl
1:00	Departure

## FIELD TRIP EXPERIENCE PRICING

Program List	Price	Minimum Grade Level
<b>Lab Sessions</b> <ul style="list-style-type: none"> <li>• Coastal Cleanup</li> <li>• Invertebrate Investigation</li> <li>• Microplastics</li> <li>• Plankton Encounter</li> <li>• Sea Turtle Nesting</li> <li>• Seine the Bay</li> <li>• Squid Dissection</li> <li>• Water Quality</li> </ul>	\$150 per 25 students	Microplastics: 7 <sup>th</sup> grade and up Sea Turtle Nesting: 6 <sup>th</sup> grade and up Seine the Bay: 2 <sup>nd</sup> grade and up Squid dissection: 5 <sup>th</sup> grade and up Water Quality: 6 <sup>th</sup> grade and up  All ages for all other lab sessions.
<b>Classroom Boat Otter Trawl</b>	\$250 per trip	All ages
<b>Snorkel Tampa Bay</b>	\$400 per trip	All ages <i>*28-person total max, grades 6 and up, available seasonally</i>
<b>Kayak Tampa Bay</b>	\$400 per trip	6 <sup>th</sup> grade and up <i>*30-person total max, available seasonally</i>



# FIELD TRIP EXPERIENCE COVID-19 PROTOCOLS



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## HEALTH AND SAFETY

Tampa Bay Watch is committed to providing a safe and healthy environment for our visitors and staff. In compliance with CDC guidelines and local ordinances, Tampa Bay Watch has implemented a COVID-19 Preparedness Plan in response to the pandemic. Our goal is to reduce the potential for transmission of COVID-19, requiring full cooperation of all visitors and staff. As we do our due diligence to ensure everyone's safety, we kindly ask visitors to please be mindful and responsible outside of the facility, and to communicate any illness within their household. We ask that if a student, chaperone, or teacher is ill, exhibiting symptoms, or has been exposed to COVID-19, they remain at school or at home and refrain from attending the field trip program. Through this cooperative effort, we can maintain the safety and health of our visitors and staff. Please also keep in mind that Tampa Bay Watch reserves the right to modify or discontinue field trips, if necessary, to maintain safe operations. We sincerely appreciate your cooperation and understanding during this unprecedented time.

## WHAT TO EXPECT FROM TAMPA BAY WATCH:

- Reduced field trip capacity
- Extensive cleaning protocols
- Increased hand washing throughout the field trip day
- Modified field trip activities to ensure safety
- Increased distance and limited up-close interactions with other individuals
- Face covering/mask requirement for staff and visitors during activities where social distancing cannot be maintained
- Tampa Bay Watch staff will be following an organizational COVID-19 Preparedness Plan, including daily health screenings. Staff will also adhere to social distancing protocols when on-site and wear a face covering indoors and when social distancing cannot be maintained.
- If a Tampa Bay Watch employee tests positive for COVID-19 ten days prior to a scheduled field trip program, the Director of Education will communicate to the lead instructor and the program will be rescheduled or canceled where appropriate.
- If a Tampa Bay Watch employee tests positive for COVID-19 up to 10 days after a field trip program, the Director of Education will communicate to the lead instructor of the scheduled field trip.

## WHAT TAMPA BAY WATCH EXPECTS OF FIELD TRIP PARTICIPANTS:

- All field trip participants (students, chaperones, teachers) must wear a face covering at all times during a field trip program when social distancing cannot be maintained. This includes the Classroom Boat Otter Trawl program.
- Tampa Bay Watch will provide Personal Protective Equipment (PPE) if participants are unable to provide their own.
- The only time face coverings can be removed is while eating during the scheduled lunch break.
- If a participant from a scheduled school tests positive for COVID-19 ten days prior to a scheduled field trip program, the lead instructor must communicate to the Tampa Bay Watch Director of Education and program rescheduling or cancellation will be determined where appropriate.
- If a participant from a scheduled school tests positive for COVID-19 up to 10 days after a field trip program, the lead instructor must communicate to the Director of Education to properly inform Tampa Bay Watch staff.
- Flexibility in the scheduled program day.
- Changes and cancellations of the program may occur unexpectedly and we appreciate your understanding and cooperation.
- If carpooling requires more than the maximum program capacity of 30 participants, chaperones must drop students off and return at the scheduled pick up time or stay in the designated waiting area for the duration of the program. Teachers/lead instructors will be responsible for selecting which chaperones participate in the field trip.



# FIELD TRIP EXPERIENCE RESERVATION REQUEST FORM



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## 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)

(e.g. Title I school, participation in free lunch program, low academic performance):

\_\_\_\_\_

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

Please make it known if any member of your group has a physical or intellectual impairment, and if you will need accommodations from Tampa Bay Watch staff.

\_\_\_\_\_

## STEP 3: SELECT DATES & TIMES

Please refer to the program calendar at [tampabaywatch.org/fieldtrips](http://tampabaywatch.org/fieldtrips) for dates of availability prior to selecting your dates. If the date(s) 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



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SCHOOL NAME:

## LABS: \$150-250 EACH

SELECT ONE TO TWO LABS FOR A GROUP SIZE OF 25 STUDENTS OR LESS.  
SELECT TWO LABS FOR A GROUP SIZE OF 25-50 STUDENTS. GROUPS OF 25+ WILL  
DO EACH LAB TWICE AND WILL BE CHARGED ACCORDINGLY.

**CLASSROOM  
BOAT OTTER  
TRAWL - \$250**  
*\*30-person max*

**COASTAL CLEANUP**  
*\*Citizen Science  
\*Service Learning*

**INVERTEBRATE  
INVESTIGATION**

**MICROPLASTICS**  
*\*Grades 7 and up  
\*Citizen Science*

**PLANKTON  
ENCOUNTER**

**SEA TURTLE  
NESTING**  
*\*Grades 6 and up*

**SEINE THE BAY**  
*\*Grades 2 and up*

**SQUID  
DISSECTION**  
*\*Grades 5 and up*

**WATER QUALITY**  
*\*Grades 6 and up  
\*Citizen Science*

## FULL-DAY PROGRAMS: \$400 EACH

**KAYAK TAMPA BAY**  
*\*Grades 6 and up  
\*30-person total max, available seasonally*

**SNORKEL TAMPA BAY**  
*\*28-person total max, grades 6 and up,  
available seasonally*