

**South Carolina Department of Natural Resources  
Marine Education  
PROGRAM REQUEST FORM**



***To book an education program. Please read this application in its entirety, fill out this reservation form completely, and email to Robert Wiggers at [wiggersr@dnr.sc.gov](mailto:wiggersr@dnr.sc.gov). Program requests MUST BE received in writing – no exceptions.***

***You will be notified of your confirmed program pending receipt of this document and pending availability of requested program date.***

**Contact Information**

<b>Date of this Application:</b>		<b>Requested Program Date:</b>	
<b>Requestor:</b>			
<b>Affiliation:</b>			
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP:</b>
<b>Phone #'s</b>	<b>Main:</b>	<b>**Mobile:</b>	<b>Fax:</b>
<b>Email Address:</b>			

**Guest Information**

<b>Type of Group: (school, civic club, etc.):</b>
<b>If this is a school group, are you a Title I School?:</b>
<b>Number of Students/participants:</b>
<b>Grade/Age of students/participants:</b>
<b>Number of Chaperones (note: one chaperone per 10 students required):</b>

***\*\*Note: A mobile number is REQUIRED. This ensures that we can contact you in the event of an emergency. (i.e. in case we need to contact you while you are in transit to our program***

# Program Preferences

**We are interested in a Land Program (YES OR NO):**

**We are interested in a Vessel Cruise (YES OR NO) (must be at least 10 years old):**

**What is your 1<sup>st</sup> alternate program date?:**

**What is your 2<sup>nd</sup> alternate program date?:**

**Requested Program times:**

**Beginning:**

**Ending:**

**Will you be bringing and eating lunch during your requested program?:**

## **Program Location - Please indicate (by a "YES") where you wish to visit:**

**Charleston (SC Department of Natural Resources – 217 Ft. Johnson Road):**

**ACE Basin (McKenzie Field Station, Bennett's Point):**

**ACE Basin (Edisto Environmental Learning Center, Edisto Beach):**

**ACE Basin (Botany Bay Plantation – Edisto Island) (15-passenger buses or smaller only):**

**Classroom Visitation by Education Staff (site to be visited):**

**Are there any special needs participants that will require ADA accommodations? If so, please specify:**

***In the space provided below, please state your reason for applying (i.e. goals and objectives of the program, curriculum standards to be satisfied, etc.***

# Program Policies

## **\*IMPORTANT NOTICE:**

- **Completion of this program request does not guarantee approval. Notification will be given upon approval and booking of your program.**
- **Prior to your visit, you are asked to furnish a list of all students and chaperones who will be attending the program, along with any extenuating medical conditions of any program participant (*this is a US Coast Guard Policy and must be adhered to for liability reasons*).**

The South Carolina Department of Natural Resources' (SCDNR) Marine Education Program provides destination-based marine science programs for participating groups. Vessel and land programs focus on the conservation and protection of the state's marine and coastal natural resources. The Program Policy below reflects the SCDNR's commitment to quality and safety while aboard the vessel and while participating in the land-based activities.

## **Vessel Policy**

- 1) The *Education Vessel (E/V) Discovery* will be docked at various locations along the state's coastline. The vessel's location is determined by seasonal school program scheduling, and the SCDNR will not relocate the vessel except during the scheduled relocations that are set each year.
- 2) The *E/V Discovery* can accommodate 35 participants including captain and crew, but the number of participants is at the discretion of the captain and Program Coordinator.
- 3) One chaperone must be present per 10 students. A Chaperone Responsibility Form will be mailed out separately upon approval of Program Request Form.
- 4) All participants must be at least in the 5th grade (or 10 years of age).
- 5) All participants should wear appropriate attire and footwear. Tennis shoes, and sandals with a back-strap are acceptable. Flip-flops are not allowed. Loose or baggy clothing should not be worn. The vessel captain will determine if attire is appropriate.
- 6) All participants are required to wear a US Coast Guard approved Personal Floatation Device (PFD), or life jacket while on board. PFDs are provided to participants upon boarding.

- 7) SCDNR staff will give a safety talk before boarding the vessel. Staff will indicate the location of first aid kits, life jackets and procedures to follow in the event of an emergency.
- 8) Inappropriate behavior such as not following directions, throwing objects or litter from the vessel, horseplay, running, hanging from sides, lack of cooperation, etc. will not be tolerated. Should this type of behavior occur, the captain and/or Program Coordinator has the authority to terminate the program at any time.
- 9) Group coordinator should indicate on the Program Request Form any medical conditions and medications of participants with asthma, diabetes, etc. It is the passenger's responsibility to have medication available and with them on-board the vessel.
- 10) Any groups with participants requiring special accommodations, such as wheelchair assistance, must submit a description of accommodations needed on the Carolina Coastal Discovery Program Request Form.

### **Land Program Policy**

- 1) Land-based programs will take place outside, in a classroom or both.
- 2) Group coordinator should inform participants to wear appropriate outdoor clothing.
- 3) Students must stay with their assigned groups and chaperones at all times. It is the chaperone's responsibility to ensure all students are accounted for throughout the program.
- 4) Land programs are suitable for every grade and age. The content will vary based on the ages of the students. Special topic requests may be made by the teacher or applicant and will be accommodated if possible.
- 5) Dissections will utilize sharp tools, and in some cases, chemically treated specimens. Upon request, SCDNR staff will provide gloves.
- 6) Binoculars, field guides and all other educational supplies may be provided.
- 7) Inappropriate behavior will not be tolerated, and the program may be terminated in the event of misbehavior.

### **Liability**

The SCDNR cannot be held responsible for any lost, damaged or stolen property before, during or after a Marine Education Program, or at any SCDNR facility or property.

### **Donations**

Donations from participating groups support all land and vessel based components of the Department of Natural Resources' Marine Education Programs. Interested parties may not utilize the education program as a fund-raiser or to supplement additional costs.

## **Participant Cancellation Policy**

Marine Education Programs with the SC Department of Natural Resources are in high demand. Therefore, the Department respectfully requests that program participants adhere to their scheduled date once a program has been booked. In the event that the participants cannot fulfill their scheduled booking, we request that the proper DNR staff is notified at least 24 hours in advance. Failure to adhere to this policy will result in denials for future program requests. Also, programs cancelled due to “no-shows” or failure by participants to notify DNR staff will not be re-booked or re-scheduled.

## **DNR Severe Weather Cancellation Policy**

The safety of our students, other program participants, and staff is paramount. The Program Coordinator and boat captain reserve the right to cancel vessel and/or land programs in the event of inclement or severe weather. Program participants will be notified 24 hours in advance in the event of a weather-related cancellation. Programs may be re-scheduled for another date, depending on availability. “Severe weather includes (but is not limited to):

- Major rain (thunderstorms)
- Lightening
- High winds
- Excessive heat
- Extreme cold

***The South Carolina Department of Natural Resources, an Equal Opportunity Employer, prohibits discrimination on the basis of race, color, gender, national origin, disability, religion or age.***

**Please direct all inquiries regarding this program request form, our education policies, or our education programs to:**



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