



Program Request Form

CONTACT INFORMATION

Name _____

Affiliation _____

Address _____

City _____ State _____ Zip _____

*Telephone _____ Fax _____ Email _____

**THIS REQUEST DOES NOT GUARANTEE APPROVAL.
NOTIFICATION WILL BE GIVEN WHEN APPROVED.**

Today's Date: _____

Requested Program Date: _____

Alternate Date 1. _____

Alternate Date 2. _____

Requested Program Location: Charleston Harbor ACE Basin Winyah Bay

Requested Program Time: Beginning _____ Ending _____

Will you be bringing and eating lunch during your requested program time? Y/N

****Please provide an emergency contact number in case of last minute cancellation or other changes to program. This number will need to be active at least 2 hours before scheduled program. Name _____ Number _____***

By submitting this request, the group agrees to all the policies and rules found in the Program Policy.

****Internal (DNR employee applicants) only: please provide an account number to charge for use of the vessel and/or education program: _____**

OFFICIAL USE ONLY

Account to Charge:

C

CH

IDT

M #





GUEST INFORMATION

Name of Group _____

Type of Group (school group, civic club, etc.) _____ **Title 1 School? Y or N**

Number of Students/Passengers ____ **Grade/Age of Students/Passengers** ____

Number of Chaperones _____ **(one chaperone per 10 students required)**

******Please attach a list of all names of participants (students and adults)**

REASON FOR APPLYING

Please list any medical conditions of participants in the table below.

Name	Condition	Medication

****The CCD Program has a vessel and land component. Please make sure to fill out the Land Program Request Form and send the Application Form and Land Program Request form to:**

Kattie McMillan
 SCDNR
 Carolina Coastal Discovery Marine Education Program
 217 Fort Johnson Road
 Charleston, S.C. 29422

A confirmation letter, donation information, directions to appropriate location, materials list, chaperone responsibility form and program agenda be sent will be sent within 2 weeks of program.

