

**2017 Siskiyou Field Institute Youth Education Program Fees**

In order to cover the cost of staff, materials and upkeep of our facility, schools are charged a small fee for field trips with Siskiyou Field Institute. Field trip fees are calculated according to the percentage of students eligible for Free or Reduced Price (FRP) Meals at your school (this information must be provided on your field trip reservation form). *Regardless of whether you're using the Three Rivers School District Food Program, or providing your own meals for students, fees are still calculated based on the percentage of students eligible for Free or Reduced Price (FRP) Meals at your school.*

**Deposits:** Every participating school must mail in a \$25 deposit upon registration to reserve your field trip date(s), which will be put towards the field trip fee. Cancellations and adjustments to registration forms must be made at least two weeks in advance of the first day of your field trip to receive a full refund, minus a \$25 processing fee. Adjustments can be made by e-mailing [youthprograms@thesfi.org](mailto:youthprograms@thesfi.org) or calling 541-597-8530. A full refund will **not** be granted if a group cancels during the two weeks prior to a scheduled field trip, unless SFI cancels due to inclement weather\*. Payment of the field trip fee is due in full on the date of the field trip. The fee increases \$5 per day for each day it is late.

SFI has a base fee for up to 30 students and will not alter our fees for groups of 25-29 students. Fees for smaller groups or special request field trips such as backpacking trips, low and high ropes course, and other outreach programs are determined by our Youth Education Programs Coordinator who can be reached at [youthprograms@thesfi.org](mailto:youthprograms@thesfi.org). An invoice will be e-mailed to the field trip contact provided on your registration form after we process your registration. A sample invoice can be found on page 3 for an overnight field trip for a group of 75 students' 41-69% eligible for FRP meals.

<b>Day Programs for Classes of up to 30 students*:</b>
70-100% eligible for FRP meals = <b>\$150 per class</b>
41-69% eligible for FRP meals = <b>\$200 per class</b>
0-40% eligible for FRP meals = <b>\$250 per class</b>
<i>*\$5/each additional student beyond 30 students. Refunds or Credits will not be granted for having fewer participants on the day of your field trip than what is represented on your registration form. Additional students not included on your registration form must pay the applicable program fees on the day of your field trip.</i>
<b>2 day, 1 night Programs for Classes of up to 30 students* (includes low ropes challenge course):</b>
70-100% eligible for FRP meals = <b>\$600 per class</b>
41-69% eligible for FRP meals = <b>\$650 per class</b>
0-40% eligible for FRP meals = <b>\$700 per class</b>
<i>*\$20/each additional student beyond 30 students. Refunds or Credits will not be granted for having fewer participants on the day of your field trip than what is represented on your registration form. Additional students not included on your registration form must pay the applicable program fees on the day of your field trip.</i>
<b>5 day, 4 night Siskiyou Outdoor School Program for 5<sup>th</sup> and 6<sup>th</sup> grade Classes of up to 30 students* (Includes high and low ropes challenge course. Meals and snacks are provided.):</b>
<b>70-100% eligible for FRP meals = \$7,500 per class (\$250/student)</b>
<b>41-69% eligible for FRP meals = \$7,525 per class (\$275/student)</b>
<b>0-40% eligible for FRP meals = \$7,550 per class (\$300/student)</b>
<i>*\$250/each additional student beyond 30 students. Refunds or Credits will not be granted for having fewer participants on the day of your field trip than what is represented on your registration form. Additional students not included on your registration form must pay the applicable program fees on the day of your field trip.</i>

**\*Inclement Weather:** Please DO NOT assume your field is cancelled due to inclement weather. A refund will not be issued to “no shows.” We hold programs rain or shine and we can provide rain jackets, pants, and boots for up to 30 students. If we cancel due to heavy rain, thunder and lightning, or icy conditions, we will try to reschedule for another date that works for you. If we cannot schedule another time, a full refund will be issued. Siskiyou Field Institute closes when the Three Rivers School District cancels and follows delayed openings. Your field trip will be considered cancelled by us under these conditions.

**Facilities:** The youth education facilities consist of 2 yurts, a pavilion, and bathhouse. The two yurts can sleep 30 people total; the large yurt has the capacity to sleep 18 and the small yurt can sleep 12. For groups larger than 30, we can provide up to 6, eight-man tents and 1, six-man tent accommodating 54 additional students beyond 30 (84 total). Smaller tents are available for adults.

Our pavilion encompasses 10 picnic tables, a full size refrigerator, a gas stove and gas grill. The large bathhouse has 5 bathroom stalls, 5 sinks and 3 showers on each side (men and women). Other facility features include a campfire ring\*, firewood, a stage for skits/talent shows, creek access, and hiking trails to various habitats. \*Fires may be restricted during times of extreme fire danger.

**Meals and Snacks:** In 2017, SFI began working with the Three Rivers School District to provide meals for field trips through the USDA Food Program. Field trip fees are now calculated based on the percentage of your students that are eligible for Free and Reduced Meals at your school. If you are interested in working with the Three Rivers District to have meals provided during your field trip, please coordinate with us to do so.

If you do not wish to utilize the Three Rivers School District to provide your meals, your group will be responsible for providing all food for the students. Regardless of which option you decide on, you will still need to bring plenty of snacks as students will be outside expending a lot of energy!

**Transportation:** Transportation to our facility at 1241 Illinois River Road is the responsibility of the participating district and/or individual school/group. Please be sure to contact your transportation department early to reserve buses. SFI is approximately 30-45 minutes from Grants Pass and 1 ½ hours from Medford. **\*Please let the Youth Education Coordinator know both when you expect to leave your school as well as when you expect to arrive.** Day field trips are typically 4-5 hours between 9 a.m. and 2 p.m. Overnight field trips typically begin at 10 a.m. on day 1 and end at 12 p.m. on day 2. A field trip guide with more details will be sent to the field trip contact after we process your registration.

**Chaperones:** In 2017, SFI began recruiting high school students to act as additional chaperones and instructors for field trips. This action was taken as a result of Outdoor School for All (Measure 99) passing on the Oregon ballot in November 2016. In order to act as student leaders for SFI field trips, students must undergo a training to adequately prepare them to interact with elementary and middle school students. They are volunteering their time to earn community service credits they need to graduate while acting as mentors for younger students. Until we solidify our student leader volunteer schedule, we still require all groups to have a 10:1 student to chaperone ratio. If you have any questions, comments, or concerns about our high school student leaders, please contact us at 541-597-8530 or youthprograms@thesfi.org.



# Invoice

*Field-based Natural History Courses In and About the Klamath Siskiyou*

Date:

From: Siskiyou Field Institute  
 P.O. Box 207  
 Selma, OR 97538  
 541-597-8530  
 office@thesfi.org

To: [Name]  
 [Company Name]  
 [Street Address]  
 [City, ST ZIP Code]  
 [Phone]  
 [Email]

Check In	Arrival Time	Check Out	Dept. Time		Due Date
Qty	Description		Unit Price	Line Total	
		General Hourly Outreach Fee (per instructor)	\$ 25.00		
		General Fee Low Ropes (per participant)	\$ 25.00		
		General Fee Low & High Ropes (per participant)	\$ 50.00		
		School Group Low Ropes (per participant)	\$ 10.00		
		School Group Low & High Ropes (per participant)	\$ 25.00		
		Day Program 30 students (70-100% FRP meals)	\$ 150.00		
		Day Program 30 students (41-69% FRP meals)	\$ 200.00		
		Day Program 30 students (0-40% FRP meals)	\$ 250.00		
		Day Program Additional Students	\$ 5.00		
		Overnight Program 30 students (70-100% FRP meals)	\$ 600.00		
1		Overnight Program 30 students (41-69% FRP meals)	\$ 650.00	\$	650.00
		Overnight Program 30 students (0-40% FRP meals)	\$ 700.00		
45		Overnight Program Additional Students	\$ 20.00	\$	900.00
		Outdoor School 30 students (70-100% FRP meals)	\$ 7,500.00		
		Outdoor School 30 students (70-100% FRP meals)	\$ 7,525.00		
		Outdoor School 30 students (70-100% FRP meals)	\$ 7,550.00		
		Outdoor School Additional Students	\$ 250.00		
		Late Fee (for each day beyond due date invoice is unpaid)	\$ 5.00		
Special Requests & Details:				Subtotal	\$ 1,550.00
				<b>\$25 Deposit Due Upon Registration (non-refundable)</b>	
				Total Due on the Date of Field Trip	\$ 1,550.00

Payment Type: Mastercard/Visa/Cash/Check

Card #				
--------	--	--	--	--

Exp. Date:

Billing Address:

Office Use Only:  
 RE  Finance  Google Calendar  Caretaker  VR

Organization Type:

Outside group facility  K-12 classes/School Visits  University programs  Special Events

**Thank you for your business!**