

## MRCS Field Trip Policies & Reservation Form

1. You **must have a reservation** to attend a field trip, class, or event.
2. All checks must be made payable to MRCS.
3. **SEPARATE** checks are required for each field trip, class, or event.
4. Cash **CANNOT** be accepted.
5. All checks must be mailed to Peaches Fink at her home address or dropped in the Fink mailbox.
6. The reservation forms and checks must be received (by mail or dropped in the Fink mailbox) by **midnight** on the deadline date.
7. For field trips with a fee, reservation forms must accompany your check and **must include the number of adults and the number of students attending.**
8. For **FREE** field trips, reservations by email are sufficient.
9. Refunds will be issued if you cancel by the deadline of that field trip, class, or event. Refunds cannot be made for a cancellation after the deadline.
10. **DO NOT** bring more people with you than those for whom you have reservations.

**NAME** \_\_\_\_\_ **PHONE & EMAIL** \_\_\_\_\_

Field Trip/Class/Event (include choice of time/day)	# Adults	# Children	Grades of Children	Amount Enclosed
			Total Enclosed	