



Frequently Asked Questions

Zoo-2-U Outreaches

How do I schedule an outreach?

Outreach Registration Forms are available on line at www.palmbeachzoo.org, or call **(561) 533-0887 ext. 229** to receive one by mail. Completed forms should be mailed or faxed to the zoo. Available dates are not accessible over the phone. Confirmations will be mailed out 5-7 business days after the submission of your registration form. If there are any conflicts of dates, you will be contacted.

Can I schedule an outreach for an evening or weekend?

Yes. Please submit the registration form as instructed above. We can tailor a program to meet your specific needs.

How do I pay for the outreach?

Payment is required two weeks before your outreach date. Please send payment by check with a copy of your confirmation invoice or you can call **(561) 533-0887 ext. 229** with your organization's credit card information (excluding Discover). **Please note: We do not accept Purchase Orders.**

Do you charge a mileage fee?

The first 25 miles are free. There is a \$5.00 per mile charge for additional travel.

Are there any additional fees?

Yes. There is a \$50.00 charge for any presentation over 75 students.

What if the topic I want is listed under a different grade level – or not listed at all?

Our classes are aligned with Sunshine State Standards for certain grade levels, but many classes can be adapted for other grades. We can also develop a new class to meet your curriculum goals. There is no charge for developing a new class; however, we require at least three weeks notice.

Can I request certain animals for the program?

We cannot guarantee which animals will be included in your program. In planning for an outreach, we need to consider animal health, travel time, and other factors. Your zoo instructor will select 3 – 4 animals related to your program topic.

Will students get to touch the animals?

We try to allow each group of students to touch at least one animal at the end of the presentation. This will be determined by your group size, student behavior, and the animal's behavior.

How should we set up the room (or outdoor area) for our zoo program?

Please provide a table at the front of the presentation area. If outdoors, please be sure that there is shade or a covered area for our staff and animals. Your zoo instructor will bring everything else needed for the program.

How should we prepare our students for the outreach?

Please explain to students that animals are easily frightened by loud noise or sudden movements. It will be important for students to remain quiet and seated during the program. To get the most of your zoo program, review the vocabulary provided on the pre-visit sheet.

How much supervision should I provide during the program?

We recommend that each teacher or after-care counselor supervise their own group of students during the program. If this is not possible, please be sure that you have enough responsible adults to monitor students' behavior.

What if it's raining the day of our visit and we do not have an inside space suitable for the program?

Just call the education coordinator at **(561) 533-0887 ext. 229** to reschedule your outreach visit. If we have already arrived at your facility, we will do our best to accommodate your space availability.

Should I give another phone number besides the school number?

Yes. Please provide a cell or room number in case the instructor is having trouble finding your facility that there is an additional way to contact you.

Where should the contact person meet the instructor?

If possible, please meet the instructor at the front office to direct him/her where to go once they have finished checking in. If it is not possible to meet your instructor, please leave information with the front office on where the instructor should go to set up for the presentation.

PALM BEACH



Outreach Reservation Form

Please return completed form to:
 Palm Beach Zoo, Education Department
 1301 Summit Blvd., West Palm Beach, FL 33405-3098
 Phone: (561) 533-0887 ext. 229 Fax: (561) 585-6085
 Email: Education@palmbeachzoo.org
 Visit us on the web at www.palmbeachzoo.org

Organization Billing Name: _____
 Contact Name: _____
 Street Address: _____
 City: _____ State: _____ Zip : _____
 Phone Number: _____ Fax Number: _____
 Cell Phone Number: _____
 Email Address: _____
 Program Site: _____
 Street Address: _____
 City: _____ State: _____ Zip : _____

Outreach Pricing:

(Effective October 1, 2008)

One Presentation*	\$160.00
Two Presentations*	\$235.00
Three Presentations*	\$310.00
Four Presentations*	\$385.00
Five Presentations*	\$460.00

*There will be a \$50 additional charge for each presentation to a group larger than 75 students.

(A mileage fee will apply after 25 miles.)

Date of Outreach:	1st Present.	2nd Present.	3rd Present.	4th Present.	5th Present.
1st Choice					
Backup Date					

Payment in-full is due two weeks prior to the program.

Please be prepared to provide our staff and animals with shade and a table.

Time of Outreach					
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Confirmations will be mailed out within 5 - 7 business days.

Grade Level					
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Please be sure to include back up dates in case your first choice is not available.

Number of Participants					
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Please schedule your outreach at least two weeks in advance.

Your outreach is not confirmed until you receive an invoice.

Zoo Program Requested:
(Please circle one)

Suggested Age

Program Location:
(Please circle one)

Animal Discovery	Preschool	Indoor
Animal Adventures	K - 2nd	Space
Habitat Sweet Home	K - 2nd	
Creatures have Class	3rd - 5th	Outdoor
Florida Wildlife & Wetlands	3rd - 5th	Space
Rainforest Rescue	3rd - 5th	
Edging Towards Extinction	3rd - 5th	
Classification Connection	6th - 8th	
Animal Adaptations	6th - 8th	
Kingdoms & Conservation	9th - 12th	
Zoo Careers	9th - 12th	
Rainforest Ecology	9th - 12th	

We can create a class based on your current curriculum (three weeks notice is required).

Registrations and dates cannot be released over the phone or email.

Driving Directions: _____

Zoo program participants may have the opportunity to touch at least one animal. We cannot guarantee which animals will be used.