**Little River Wetlands Project Program Scheduling**

Little River Wetlands Project offers a wide variety of fun-filled educational program options which are all FREE due to the support of our members. You can schedule a learning adventure with an experienced Trail Guide or take a self-guided hike using one of our property maps.

Besides our regularly scheduled events, we offer specially tailored child-centered programs including school field trips, assistance in earning Scout badges, and other specially developed programs for groups of all ages. If you are interested in scheduling a hike or would like to hear more about our programs, contact Aly Munger at (260) 478-2515 or by email at a.munger@lrwp.org. Dates for our program opportunities fill up fast, so sign-up well in advance of your requested trip date.

***No date is confirmed until the form found on the last page is returned to the LRWP office and you receive a confirmation email.***

**What you should know:**

**In General:**

Many of our programs are held at Eagle Marsh, which has 756 acres packed with a variety of plants and animals. We can also schedule off-site programs and presentations. The Eagle Marsh barn and parking lot are located at 6801 Engle Road, one-half mile east of West Jefferson Blvd. in Fort Wayne. Scheduled visits are generally between one and two hours. There must be a minimum of ten participants for a guided program. Please advise children and adults to dress for the weather and possible wet conditions at the marsh. Depending on the season, visitors should bring drinking water, bug spray, sunscreen and at all times wear closed-toed shoes or boots that can get wet. Please see our Weather and Cancellation policy below.

**For Teachers**:

Our trained Trail Guides are familiar with meeting Indiana State Standards and curricular requirements. We can discuss what you are studying in your classroom and work together to help insure that your field trip will help you meet your educational needs while still being a fun-filled learning adventure for your students. School field trips are held at Eagle Marsh, 6801 Engle Road, Fort Wayne, 46804. There is a large parking lot with plenty of space for your bus and chaperone’s cars. There is no potable/drinkable water. There are three port-a-pots, one that is for visitors with disabilities, that are cleaned on a regular basis and available for student use. We ask that there be a minimum of ten students for a guided program.

**For Scout Leaders:**

Eagle Marsh is a favorite site with scouts because we are centrally located and offer a variety of ways to work on requirements! We can help your troop earn badges, belt loops and try-its that need a little extra knowledge, time, or a specific location. Many Eagle Scouts have completed their final project on our property. We ask that there be a minimum of ten scouts for a guided program.

**Chaperone Policy:**

* All groups with children grades Pre-K through third grade need a minimum of one responsible adult chaperone for every five children in attendance.
* For grades four to six, junior high, and high school, a minimum of one responsible adult chaperone must accompany every ten youth in attendance.

### Weather and Cancellation Policy:

### Eagle Marsh has many different land types but predominately it is a marsh and as such it is prone to holding water. We will go out in most conditions other than severe flooding or storms with thunder or lightning, so please be prepared for hiking in all kinds of weather. The Trail Guide and teachers will determine if the trip needs to be rescheduled or if it can be completed in the barn. When possible, we try to give twenty-four hour notice if conditions at the marsh aren’t suitable for visitors.

All programs are cancelled if any of the following conditions occur within Allen County:

* Southwest Allen County Schools close due to inclement weather
* A winter storm warning is issued
* A thunderstorm warning is issued
* A tornado warning is issued
* Hikes are cancelled if the heat index is 100° F or greater
* Hikes are cancelled if the wind chill is 10° F or colder

For other inclement weather or dangerous site conditions not mentioned above (ie. flood conditions, downed power lines), programs may be subject to cancellation if deemed unsafe.

If there is lightning seen or thunder heard (by an adult) during a hike, **ALL PARTICIPANTS AND LRWP VOLUNTEERS** mustreturn to the barn. The scheduled event on the marsh can continue 30 minutes after the last lightning was seen or thunder heard. The program is allowed to continue in the barn. If weather conditions change overnight or you are unsure about the marsh, call our office at 260-478-2515 to discuss the status of your trip.

**Code of Conduct at LRWP Preserves:**

* **All visitors must remain on the marked trails**. Wildlife needs our restored habitat so we ask that you do not allow anyone in your group to go off the marked trails. Stay away from indicated hazards and use caution near water. Avoid areas where mowing, spraying, or planting is taking place.
* **Please protect our wildlife**. The collecting of any plant or animal materials is prohibited unless prior arrangements have been made with LRWP. Do not bring animals or plants of any kind into our preserve as they can bring diseases or other problems with them. Please take your trash out with you.
* **Do not engage in prohibited behaviors or allow those in your group to do so.** Under no conditions are pets, hunting, fishing, biking, horseback riding, motorized vehicles, alcohol, drugs, camping, campfires, or weapons of any kind allowed on any of the Little River Wetlands properties.
* There is **no smoking** on any Little River Wetlands Project property.

If you have any questions or concerns about any part of the Little River Wetlands Project Program Scheduling information, don’t hesitate to contact Aly Munger at 260-478-2515 or by email at a.munger@lrwp.org for clarification.

**The *Guided Visit Request Form* on last page**

**must be filled out and returned three weeks prior**

**to the scheduled date.**

**Little River Wetlands Project Guided Visit Request Form:**

Please fill out the information below and return it to LRWP. Aly Munger, our Wetland Educator, will contact you to finalize scheduling your program. The earlier you submit your request, the more likely it is that you will get your desired date and times**. No date is confirmed or placed on our calendar without this form (submit at least 3 weeks prior to requested date).**

**School or Organization Contact Information:**

Contact Name: Title:

Contact E-mail: Work Phone:

Home Phone: Cell Phone:

School/Organization Name:

School/Organization Address:

City: State:

Zip:

What is the best way to contact you in case of cancellation?

**Attendance Information (there needs to be a minimum of ten participants) :**

Expected Number of Participants:

Expected Number of Adult Chaperones:

Grade Level/Age of Participants:

Requested Topic(s):

Goals/Curricular requirements:

Any allergies or other accommodations needed?:

**Requested Dates and Times: \*\*Visits are a maximum of two hours\*\***

First Date Choice: Second Date Choice:

Arrival Time at Marsh:

Departure Time from Marsh:

Would you prefer your confirmation be e-mailed or faxed?

You can mail your completed request form to Little River Wetlands Project, Attn: Education, 5000 Smith Rd, Fort Wayne, IN 46804, call (260) 755-0063 to fax the request, or scan the form and email it to Aly Munger at a.munger@lrwp.org. If you have specific curricular requirements or standards that you would like to have covered during your learning adventure with LRWP please include the information either on the form or on an additional sheet.

**We look forward to helping your group learn more about the importance of wetlands and the many creatures that live at Eagle Marsh. Every day is a good day on the marsh!**