

Suffolk County Farm

Field Trip Request Form

Suffolk County Farm & Education Center • Cornell Cooperative Extension of Suffolk County

Please note before you begin:

- Requests are not guaranteed and are subject to availability. Kaylyn Reynolds will contact you to confirm details once submitted.
- Requests must be submitted at least 4 weeks in advance.
- Groups are scheduled by wagon size (25–30 participants per wagon) — be specific about classes needed; combine smaller classes.

SCHOOL & CONTACT INFORMATION

Today's Date	Field Trip Request Date
School	
School Address	
Contact Name	Contact Phone Number
Contact Email	

GROUP & ATTENDANCE DETAILS

Grade of Students	Number of Classes Attending
Number of Students Attending — Breakdown by Class	

TOTAL NUMBER OF STUDENTS ATTENDING

Additional Class Info (e.g., special ed, self-contained, etc.)

PROGRAM & SCHEDULE

Lunch on Site? ☐ Yes ☐ No *Most on-site programs run 90 minutes for "you pick three" options.*

Field Trip Program(s) Requested

Time of Arrival	Time of Departure

ADDITIONAL REQUESTS

Staffing & Chaperone Policy

- Staff such as teachers, assistants, aides, and nurses are not charged.
- Two parent chaperones are permitted per class at no additional charge.

NO MORE THAN 2 CHAPERONES PER CLASS PERMITTED.