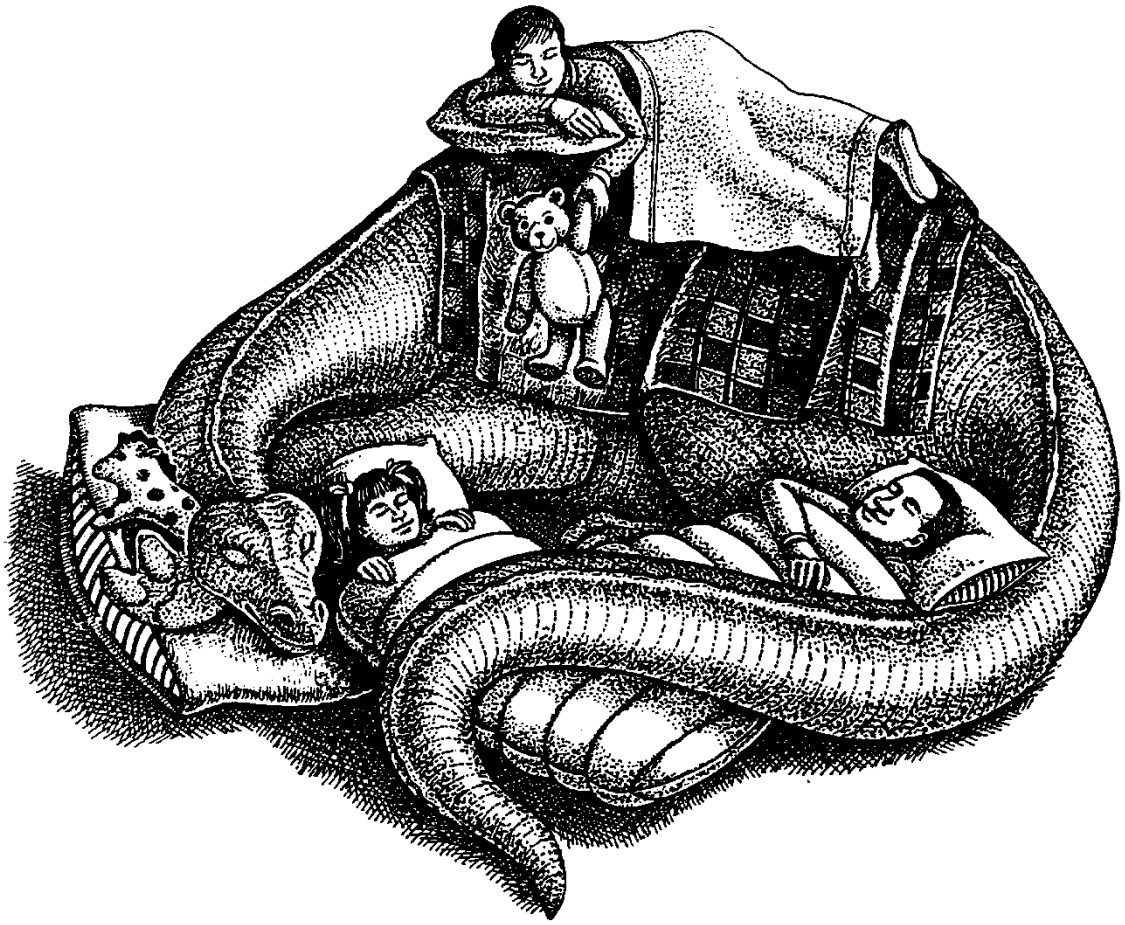
2013

Safari Overnight



AT

THE ACADEMY OF NATURAL SCIENCES

of DREXEL UNIVERSITY

TRIP COORDINATOR'S CHECKLIST

While planning your Safari Overnight trip to the Academy of Natural Sciences, please use this informational checklist and keep it handy throughout the night. Thanks for visiting and we hope you have a wonderful time!

AT LEAST 30 DAYS PRIOR TO YOUR OVERNIGHT DATE

☐ **Review our Cancellation Policy**

A nonrefundable deposit of $10 per person is due upon registration. Final numbers and balance must be submitted at least 3 weeks prior to your overnight date. There will be no refunds given after this date. If you do not pay your balance in full 3 weeks prior to the overnight date, you may lose your reservation. Membership information must be returned 3 weeks before the event; no fee adjustments will be made after that date.

Cancellation of the Overnight: Cancellation of Academy overnights is subject to enrollment fulfillment. Notification will be made two weeks prior to the event. In the event of a cancellation the Academy will try to make arrangements for participants to attend another overnight. If this is not possible, a full refund will be granted.

Emergency Weather Cancellation Policy

In times of severe weather conditions, it may be necessary to cancel the Safari Overnight. The Academy's Reservation Office will make the decision to cancel the overnight. Notice of the cancellation will be made at least 12 hours prior to the scheduled overnight. In the event of a weather-related cancellation, the Academy will attempt to reschedule the overnight. If rescheduling is not possible, a full refund will be provided.

☐ **Mail paperwork to the Academy of Natural Sciences** (Reservations that are not paid in full by 30 days prior to the overnight are subject to cancellation.):

- ☐ Overnight Contract
- ☐ Final Payment
- ☐ Participants List:You **MUST** use the participant list provided on pages 8–9. Other forms will **NOT** be accepted
  If it is necessary to split your party (groups larger than 50 people total) into smaller groups, the overnight coordinator will notify you before your overnight so the logistics can be decided prior to the event.
- ☐ T-shirt Pre-order
- ☐ Membership Information (if applicable)
  Those participants with a valid membership are entitled to the member discount. Please attach a photocopy of membership card(s) to the overnight contract.
  We cannot apply member discount after the 3 week deadline!

BEFORE YOUR TRIP

- ☐ **Copy and distribute information to your parents and chaperones.**
  - ☐ Complete Information for Parents and Chaperones sheets
  - ☐ Review travel directions/parking options
  - ☐ Complete permission slip

    Children attending the overnight without their parents or guardians must bring a completed and signed permission slip. Each form can be used for up to three children from one family, but each individual child's medical information needs to be provided. Permission slips should be kept with the trip leader.
- ☐ **Inform the Academy of any special needs or allergies in your group as soon as possible**
- ☐ **A First Aid kit is recommended**

  We also recommend having at least one person certified in first aid. The Academy of Natural Sciences cannot provide any type of medical aid. In an emergency, the 911 emergency squad will be called and the injured person will be transported to the nearest hospital. Permission slips double as medical release forms.

DAY OF THE OVERNIGHT

- ☐ **Please eat dinner before you arrive.**

  The Academy does not provide dinner, and **your group is NOT permitted to bring food into the Academy due to potentially severe allergic reactions.** Around 9 p.m., all participants will receive a light evening snack. Water will be available in the Commons throughout the night.
- ☐ **Arrive between 6:15 and 6:45 p.m. as a group.**

  Doors will open by 6:30 and programming begins at 7 pm. All participants must enter using the main entrance, the door that faces Logan Circle on the Benjamin Franklin Parkway. If you are driving to the Academy, you may drop off your passengers and gear on 19th Street (it is illegal to stop on the Parkway) and then park your vehicle.
- ☐ **Have one adult check your group in upon arrival.**

  At check-in you will receive a packet containing maps and program schedules for each chaperone. Notify the overnight managers if there have been any changes to your original participant list. The Academy will also provide color-coded identification for children.
- ☐ **Collect permission slips from children who have not already provided parents' present. Keep these with you in case of an emergency.**
- ☐ **Assign each child a chaperone.**

  Each child must be assigned a chaperone who is then responsible for the child's behavior during the overnight (max 3 children per chaperone). The overnight staff reserves the right to ask any person who has been warned more than three times for unruly behavior to leave the building. All adults must accompany the children in their group at all times.

THE MORNING AFTER THE OVERNIGHT

- ☐ **Breakfast will be served in the Commons Room at 7 a.m.**. After breakfast, your group has free time to explore the museum and visit the Academy Shop.
- ☐ Send **one person** to pick up your group's grab bags from the gift shop and participation patches from the 19th Street desk, and distribute these to your group.
- ☐ **At 9 a.m., the Safari Overnight officially ends and all gear must be removed from the museum.**
  Please depart by the 19th Street exit. Buses should pick up groups on 19th Street. If you arrived by car, you may get your car and return to the Academy to retrieve the rest of your passengers and gear. All groups need to have one adult remain until the last child from your group has been collected.
- ☐ **Keep your wristbands.**
  Wristbands identify you as Safari Overnight participants and give you access to the museum all day! The museum officially opens to the public at 10 a.m. You are welcome to extend your visit to the museum as long as all gear has been removed from the building by 9 a.m.

If you have a billing or booking question, contact the Reservations Office at 215-299-1060. If you have programming or dietary questions, call 215-405-1556, or email manella@ansp.org.

WHAT TO BRING

- ✯ Children who are attending without their parent or guardian must provide the trip leader with a permission slip containing pertinent medical information.

- ✯ A reusable water bottle labeled with your name

- ✯ Toothbrush, toothpaste, washcloth, and soap

- ✯ A sleeping bag or a blanket and a pillow. Unfortunately, the Academy's floors are rather unforgiving, so we strongly recommend that you bring some sort of padding to sleep on in addition to a sleeping bag and pillow. Space is limited so please do not bring oversize items.

- ✯ Flashlight (for adults only)

- ✯ Comfortable clothing should be worn. Since there may not be an opportunity to change clothes, participants should wear clothes comfortable enough to sleep in. Make sure to dress in layers as the museum's temperature can vary greatly during the night. Shoes (not Heelys) must be kept on until bedtime, and socks must be worn all night (in case child gets up during the night).

- ✯ Short-sleeved Safari Overnight t-shirts will be on sale in the morning for $15. If you would like to pre-order a shirt, please contact your trip coordinator. In the morning, the children may want to visit the Academy Shop, for which we recommend $5 to $10. Please keep all money in a safe place.

- ✯ All belongings should be kept in one bag (duffel bag, trash bag, etc.) and have an identifying tag.

PLEASE DO NOT BRING

Shoes with wheels (Heelys)
Valuables such as MP3 Players, radios, CD players, gaming systems, etc.
Food, juice/soda, or gum
Hairdryers or curling irons