



Badge Workshop & Trail Guidelines

**Thank you for choosing The Heard Natural Science Museum & Wildlife Sanctuary!
Please use the following guidelines to ensure your group has a wonderful visit.**

ARRIVAL:

- Scout Leaders are responsible for arriving ten minutes early for all scheduled activities.
- Scout Leaders need to report to the front desk of the main building for check-in.
- **Groups that arrive over fifteen minutes late cannot be guaranteed a full workshop.**

CHECK IN / PAYMENT:

- Send your Scout Leader inside to the front desk to check-in with the following information:
 - ✓ Total # scouts
 - ✓ Name of Group
 - ✓ Total # adults
 - ✓ Type of Activity
- At this time, the Scout Leader will pay for any additional participants and receive further instructions for the day's activities.
- **Refunds or Credits will not be granted for having fewer participants on the day of your scouting activity than what is represented on the invoice.**

ATTIRE:

- **Scouts should be prepared for going outside in all weather.**
- Closed-toe shoes and long pants are the preferred attire for a visit to the Museum & Sanctuary.
- Insect Repellent and sunscreen are advisable. Applying repellent is time consuming so **PLEASE APPLY REPELLENTS PRIOR TO YOUR ARRIVAL.** (Hairspray, perfume & cologne *attract* insects!)

EXPECTATIONS:

- Any child arriving or departing from the Museum must be accompanied by a parent or designated adult. **No one under 18 is allowed inside the Museum or on the Sanctuary unaccompanied.**
- The Museum requires a 1:10 chaperone to child ratio. A chaperone must be 21 years of age.
- Scout Leaders and Chaperones are responsible for ensuring the group's appropriate behavior throughout the entire visit. To guarantee a pleasant visit for all our guests, the Museum reserves the right to remove any individual or group from the premises.
- Smoking is prohibited on The Heard Museum and Wildlife Sanctuary property.
- Help us to preserve our environment. Please do not pick flowers, pull leaves from plants, disturb spider webs, disturb small animals, or collect any natural items while you are visiting.

PICNIC AREAS:

- Picnic areas are the only place where food can be consumed.
- Please store your lunches in your vehicles until you are ready to eat.
- **Large Groups**-Please bring trash bags to "pack-out" your refuse. There is a dumpster for your use in the bus parking lot. Due to the number of wild animals on our Sanctuary, containment and proper disposal of your trash is very important.
- In the case of inclement weather we cannot guarantee an available eating area inside the museum.

THE NATURE STORE:

- The Museum Nature Store is open to your group. **Chaperones are required to accompany scouts at all times in the Store.** Teachers receive a 10% discount for their personal purchases.

WEATHER CANCELLATIONS:

- **In the case of Inclement Weather, DO NOT assume your activity is cancelled.** A refund will not be issued to "no shows." We hold programs rain or shine, and cancel only for heavy rain, thunder and lightning, or icy conditions. If we cancel, we will try to reschedule for another date that works for you. If we cannot schedule another time, a full refund will be issued. You will be contacted as soon as possible via the phone number provided on your Reservation Form.

ILLNESS CANCELLATIONS:

- If you are unable to come to your originally scheduled date due to illness every effort will be made to reschedule your scouting activity. However if no available date can be found **NO REFUNDS** will be given.