



Pre-Trip Logistics

Please send completed and signed form to:
Audubon Center of the North Woods
PO Box 530, Sandstone, MN 55072
Phone: 320-245-2648; Fax: 320-245-5272
Email: schools@audubon-center.org

Please return this completed form **TWO WEEKS** before your visit. Thanks!

School/Group Name: _____ Dates of ACNW Visit _____

Snack and Beverage Options

Groups are welcome to bring their own snacks or not have snacks at all. If you do bring your own, remember we do not allow food or beverages in our lodges. Snacks can be stored in our dining hall.

Please select which options, if any, you desire for your group.

Snack fees will be added to your final bill at the end of your trip.

We will be bringing our own snacks. afternoon evening

Snacks (\$1.00/person per snack)

| | | | | | | | |
|-------------------|----------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|------------------------------------|----------------------------------|
| Popcorn | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |
| Fresh fruit | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |
| CheX Mix | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |
| Carrots | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |
| Goldfish crackers | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |
| Granola bars | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |
| S'mores | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |

Beverages (\$0.50/person)

| | | | | | | | |
|-------------|----------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|------------------------------------|----------------------------------|
| Apple juice | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |
| Lemonade | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> Th | <input type="checkbox"/> F | <input type="checkbox"/> afternoon | <input type="checkbox"/> evening |

Birthdays

We provide a birthday cake for those who have a birthday while here at no extra charge. Please list the first names and dates of students with birthdays while at the Audubon Center.

Birthday names and dates:

Continued on next page -

School/Group Name: _____ Dates of Visit: _____

Learning Groups Assignments

Maximum of 15 students per group; please refer to your schedule for the number and names of groups.

| Learning Group Name: | | |
|----------------------|----|----|
| 1 | 6 | 11 |
| 2 | 7 | 12 |
| 3 | 8 | 13 |
| 4 | 9 | 14 |
| 5 | 10 | 15 |

| Learning Group Name: | | |
|----------------------|----|----|
| 1 | 6 | 11 |
| 2 | 7 | 12 |
| 3 | 8 | 13 |
| 4 | 9 | 14 |
| 5 | 10 | 15 |

| Learning Group Name: | | |
|----------------------|----|----|
| 1 | 6 | 11 |
| 2 | 7 | 12 |
| 3 | 8 | 13 |
| 4 | 9 | 14 |
| 5 | 10 | 15 |

| Learning Group Name: | | |
|----------------------|----|----|
| 1 | 6 | 11 |
| 2 | 7 | 12 |
| 3 | 8 | 13 |
| 4 | 9 | 14 |
| 5 | 10 | 15 |

| Learning Group Name: | | |
|----------------------|----|----|
| 1 | 6 | 11 |
| 2 | 7 | 12 |
| 3 | 8 | 13 |
| 4 | 9 | 14 |
| 5 | 10 | 15 |

| Learning Group Name: | | |
|----------------------|----|----|
| 1 | 6 | 11 |
| 2 | 7 | 12 |
| 3 | 8 | 13 |
| 4 | 9 | 14 |
| 5 | 10 | 15 |

School/Group Name: _____ Dates of Visit: _____

KP Assignments

Assign **2 or 3 Adults (A)** and **5 Students (S)** for each of your group's KP times, listed on your schedule.

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|--|--|--|
| | Breakfast | Breakfast | Breakfast | Breakfast |
| | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 |
| | Lunch | Lunch | Lunch | Lunch |
| A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 |
| | Dinner | Dinner | Dinner | Dinner |
| A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 | A1 A2 A3 S1 S2 S3 S4 S5 |
| | Snack | Snack | Snack | Snack |
| A1 S1 S2 | A1 S1 S2 | A1 S1 S2 | A1 S1 S2 | A1 S1 S2 |

Notes and comments:


School/Group Name: _____ Dates of Visit: _____


Room Assignments

Only assign students and adults to rooms that have been designated to your school or group. You will find your designated room numbers on your schedule.

| CROSBY LODGE <small>(see next page if your group's designated lodging is in Schwyzer or Lowry Lodge)</small> | | | |
|---|---|----------|---|
| ROOM 104 | | ROOM 105 | |
| 1 | 5 | 1 | 5 |
| 2 | 6 | 2 | 6 |
| 3 | 7 | 3 | 7 |
| 4 | 8 | 4 | 8 |
| ROOM 108 | | ROOM 109 | |
| 1 | 5 | 1 | 5 |
| 2 | 6 | 2 | 6 |
| 3 | 7 | 3 | 7 |
| 4 | 8 | 4 | 8 |
| ROOM 110 | | ROOM 111 | |
| 1 | 5 | 1 | 5 |
| 2 | 6 | 2 | 6 |
| 3 | 7 | 3 | 7 |
| 4 | 8 | 4 | 8 |
| ROOM 112 | | ROOM 113 | |
| 1 | 5 | 1 | 5 |
| 2 | 6 | 2 | 6 |
| 3 | 7 | 3 | 7 |
| 4 | 8 | 4 | 8 |
| ROOM 114 | | ROOM 115 | |
| 1 | 5 | 1 | 5 |
| 2 | 6 | 2 | 6 |
| 3 | 7 | 3 | 7 |
| 4 | 8 | 4 | 8 |
| ROOM 116 | | ROOM 117 | |
| 1 | 5 | 1 | 5 |
| 2 | 6 | 2 | 6 |
| 3 | 7 | 3 | 7 |
| 4 | 8 | 4 | 8 |
| ROOM 118 | | ROOM 119 | |
| 1 | 5 | 1 | 5 |
| 2 | 6 | 2 | 6 |
| 3 | 7 | 3 | 7 |
| 4 | 8 | 4 | 8 |

School/Group Name: _____ Dates of Visit: _____

| SCHWYZER LODGE (22 beds) <i>(see previous page if your group's designated lodging is in Crosby Lodge)</i> | |
|---|---|
| Room #5 – upper south (3 bunks) | |
| 1 | 5 |
| 2 | 6 |
| 3 | |
| 4 | |
| Room #3 – upper mid-north (1 bunk) | |
| 1 | |
| 2 | |
| Room #1 – lower level back room(4 bunks)  | |
| 1 | 5 |
| 2 | 6 |
| 3 | 7 |
| 4 | 8 |

| LOWRY LODGE (28 beds) <i>(see previous page if your group's designated lodging is in Crosby Lodge)</i> | |
|--|---|
| Room #5 - Upstairs 1 (3 bunks) | |
| 1 | 5 |
| 2 | 6 |
| 3 | |
| 4 | |
| Room #3 - Upstairs 3 (3 bunks) | |
| 1 | 5 |
| 2 | 6 |
| 3 | |
| 4 | |
| Room #1 – lower level (2 bunks)  | |
| 1 | 3 |
| 2 | 4 |

Notes and comments: