

# Program Planning Form

Greetings from the Central Wisconsin Environmental Station! Please fill out this form completely and return **4 weeks prior to your visit**. We need this form to schedule staff, meals, and equipment. If this information is not completed and returned by this deadline we cannot guarantee the program or time you request. Use the CWES website (Planning a Trip) to answer questions and help you complete this form.

## 1. School Information

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

School Phone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

School Coordinator: (Mr./Ms./Mrs./Miss) \_\_\_\_\_

Will you be attending CWES with your group? Y N

Additional Teachers: \_\_\_\_\_

Additional Chaperones: \_\_\_\_\_

## 2. Program Date(s)

Dates: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_ # of Students: \_\_\_\_\_

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## 3. Arrival and Departure Times

This information is required for completion of your schedule. (Please check with your transportation office.) **Note: If you pick up and drop off groups on the same day there should only be one hour of overlap time. Arrival for group 2 is at 11 AM and departure for group 1 is at noon (after an early lunch).**

1 or 2-day groups Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

3-day groups Suggested Arrival: 11:00 AM Suggested Departure: 12:00 PM

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

#### 4. Programming

The mission of our educational program encourages students to “Experience Your Environment.” To meet this goal, we ask that you write a one or two sentence objective for your visit that reflects why you chose the lessons below.

*Objective Statement:*

Please choose lessons that meet your Objective Statement (about 3 lessons fill a typical day at CWES).

✓	CWES Lessons	K	1	2	3	4	5	6	7	8	9	10	11	12
	Feathered Friends	X	X	X										
	Leaps and Bounds	X	X	X										
	Spring Fling	X	X	X										
	Micro-World, Macro-Wow!	X	X	X	X									
	Worm Wigglers	X	X	X	X									
	Five Alive	X	X	X	X	X								
	Magnificent Mammals	X	X	X	X	X								
	Pond Study	X	X	X	X	X	X	X						
	Colorful Confusion		X	X	X	X								
	Survival Lessons from Nature		X	X	X	X								
	Forest For the Trees			X	X	X	X	X						
	Have Seed Will Travel				X	X	X							
	How Birds Make a Living				X	X	X							
	Native Americans					X	X							
	Early Explorers					X	X							
	Pioneers					X	X							
	Digging Up the Past					X	X							
	Remembering the Forgotten Fire					X	X							
	Beaver Adaptations					X	X	X	X					
	Skullduggery					X	X	X	X	X				
	Nature Journaling					X	X	X	X	X				
	Solar Energy and the Sun					X	X	X	X	X				
	Laws of Nature					X	X	X	X	X	X	X	X	X
	Snow Walkers					X	X	X	X	X	X	X	X	X
	Art In Nature					X	X	X	X	X	X	X	X	X
	Tree Identification					X	X	X	X	X	X	X	X	X
	Nature Photography					X	X	X	X	X	X	X	X	X
	Archery						X	X	X	X	X	X	X	X
	Bird Trackers						X	X	X	X	X	X	X	X
	Cooperative Compass						X	X	X	X	X	X	X	X
	Forest Diversity						X	X	X	X	X	X	X	X
	Forest Inventory						X	X	X	X	X	X	X	X
	Group Initiatives						X	X	X	X	X	X	X	X
	Habitat Suitability						X	X	X	X	X	X	X	X
	Lake Ecology						X	X	X	X	X	X	X	X
	Nation to Nation						X	X	X	X	X	X	X	X
	Resource Management Role Play						X	X	X	X	X	X	X	X
	Snowshoeing						X	X	X	X	X	X	X	X
	Survival of the Fittest						X	X	X	X	X	X	X	X
	Survival Strategies						X	X	X	X	X	X	X	X
	Web of Life						X	X	X	X	X	X	X	X
	Winter Lake Study						X	X	X	X	X	X	X	X
	Winter Severity						X	X	X	X	X	X	X	X
	Winter Survival Strategies						X	X	X	X	X	X	X	X
	Sound Surveillance							X	X	X	X	X	X	X
	Canoeing							X	X	X	X	X	X	X
	Global Positioning Systems							X	X	X	X	X	X	X
	Map and Compass							X	X	X	X	X	X	X
	Challenge Course							X	X	X	X	X	X	X
	Bottom's Up								X	X	X	X	X	X
	Pond Power								X	X	X	X	X	X

**5. Curriculum Connection**

How are these lessons related to your classroom curriculum? (This will help our staff meet your educational goals.)

**6. Evening Programs (for residential programs only)**

Teachers are responsible for their students from 4:00 PM until after dinner at 6:30 PM regardless of program selected. After dinner, at least two staff members will lead the evening program with your support.

Our typical evening program consists of an educational program followed by a night hike or campfire. Please check one item from each list that you would like your students to participate in:

Evening Program:

- Hoo Gives a Hoot
- "Loon"ey Tunes
- Baffling Beaver
- Bald Eagles of Wisconsin
- Bat Program
- Stars and Stories
- Lumberjack Louie/Olympics

Activity:

- Night hike
- Campfire

Example Schedule for Evening	
Time	Activity
4:00-5:30pm	Teacher time
5:30-6:30pm	Dinner
6:30-7:30pm	Evening Program
7:30-9:00pm	Campfire/Skits
9:00pm	Teacher time/Bedtime

**7. Food Service**

ONE DAY PROGRAMS: Please check your choice for lunch.

- Bag Lunch (The Station will provide milk for a beverage.)
- Hot Lunch *Please note any special dietary needs under special needs below.*

\*Hot Lunch has an additional fee of \$8.00 per person. There is a minimum requirement of 10 participants for Hot Lunch.

RESIDENTIAL PROGRAMS: All meals are provided starting with lunch on arrival day and concluding with lunch on departure day.

**Note:** If you are receiving food service, please complete our menu selection form and submit it with your Program Planning Form.

**8. Trading Post**

We offer educational items and merchandise imprinted with the CWES logo that allow your students an opportunity to take home a lasting memory from their visit to CWES. The nature exploration equipment, identification books, and other items that are sold will provide a continuation of what is taught at CWES. All proceeds from sales are used to upgrade and improve program supplies. Items are subject to availability and prices may change. An item and price list Trading Post is available on the CWES website (Planning a Trip).

Would you like this opportunity for your students?  Yes  No

## 9. Special Needs

Please note any specific special needs, instructions, or comments: (i.e. physical/behavioral challenges, dietary needs, etc.)

## 10. Additional Notes

Please provide any additional information that you think would be helpful to know before your visit.

## **This form must be returned 4 weeks prior to your visit!**

Please attach (if applicable) your completed Food Service Menu and Dormitory/Cabin Assignment sheet to this form and email, mail or fax to:

Sam De Roche  
Interim Program Manager  
Central Wisconsin Environmental  
Station 10186 County Road MM  
Amherst Junction, WI 54407

Fax: 715-346-2493  
Phone: 715-346-2798  
Email: [sderoche@uwsp.edu](mailto:sderoche@uwsp.edu)

Once your form has been received, you will be contacted to finalize the schedule. Please contact us if you have any questions or concerns about any part of this form or if any special arrangements are needed.

