

## FIELD TRIP PROGRAM BOOKING PROCEDURE

1. Familiarize yourself with program availability, costs, and allowable group size.
2. Application deadlines
3. Making a booking request
4. Confirmation
5. Paying your deposit
6. Details to cover before departure
7. Returning your information sheet
8. Itinerary

### Step 1: Familiarize yourself with program availability.

- 1.1. **When is the program available?** The BMSC field trip program calendar is divided into two terms; Fall and Spring.

Fall: early September to the end of November

Spring: early February to the 3rd week of May.

[Check our online availability calendar](#)

- 1.2. **To whom is the program available?** The program is available to groups of all types and interests. While our most common field trip groups are university and high school groups, we also host elementary school groups, French first language and immersion schools, seniors, naturalist groups, clubs, girl guides, and large family groups.

- 1.3. **What are the costs?**

	<b>Peak season pricing</b> mid Sept – Oct. 31 mid April – mid May	<b>Low season pricing</b> Fall: Sept 1 – 15; Nov 1 – 30 Spring: Feb 1 – mid April
<b>Elementary and High School</b> User Fee:	\$52.00/day	\$42.00/day
<b>University, College, and Adult</b> *Non-member User Fee:	\$62.00/day	\$52.00/day
Room and Board:	\$65.00/day	\$65.00/day
<b>Optional</b> M/V Alta charter: M/V Barkley Star charter:	\$175.00/hr \$250.00/hr	\$175.00/hr \$250.00/hr
<b>*Member Universities:</b> U of Victoria, UBC, SFU, U of Alberta, U of Calgary; contact us for pricing.		

- 1.4. **What size of groups can come to BMSC?** We can handle groups as small as 20 and as large as 48; the ideal group size is 24 including teachers or chaperones. Boat capacity is 12, so groups of 12, or multiples thereof, work well. We prefer groups slightly under or equal, rather than slightly over multiples of twelve. Under special circumstances, there may

be opportunity for other group sizes or even individuals to participate in programs at BMSC. (See below).

If all this sounds good, go to [Step 2: Application Deadlines](#); otherwise explore the following for troubleshooting tips.

- 1.5. **What if my group is too big?** Due to limited resources at this busy, shared-use facility, the maximum group size that BMSC can normally accommodate is 48 people. It is our experience that groups larger than 48 do not allow for an optimum learning experience. However, requests can be made for larger groups, and we will accommodate them, if resources allow, however, we may require more flexibility on the dates of your visit.
- 1.6. **What if my group is too small?** If your group size is between 10 and 20, and you have flexibility around booking dates, we recommend that you submit a booking request. We will do our best to schedule your group with another small group with similar learning objectives. Some teachers also get around low enrollment by opening the trip up to students from other grades, or even a neighboring school.
- 1.7. **What if I am not part of a group?** We do not run programs for individual high school students. BMSC occasionally runs [workshops](#) for individual adults. Past workshops have included “**Fall Migration Field Camp**” and “**Coastal Science and Interpretation for Wilderness Guides**”.

## **Step 2: Familiarize yourself with application deadlines**

### **4.2 Application Deadlines:**

Fall Term (September - November): February 28

Spring Term (January – mid-May): May 31

If this all sounds good, go to Step 3 – Submit a formal booking request, otherwise explore the following for troubleshooting tips.

- 4.2 **What do I do if I miss the deadline?** If the application deadline has past, this means that the calendar for the term has been created and we have already confirmed trip dates for other groups. You can check our bookings calendar online at our [online availability calendar](#). If there are still free dates, e-mail us a booking request and we'll add you to the calendar. If space is not available for your preferred dates, we maintain an active waiting list for each term and will fit you in as cancellations are made.
- 4.2 **What do I do if I'm not sure I can commit?** Submit a booking request anyway. A deposit is eventually required to secure your spot, but there is still time to gauge interest and confirm attendance before the deposit is due. Deposits are refundable if cancellations are made three months in advance of your scheduled trip dates. We cannot continue to reserve a

spot for you if we have not received your payment by the deposit deadline.  
(See 5.4 regarding cancellations)  
Deposits for Spring Term due: November 30<sup>th</sup>  
Deposits for Fall Term due: June 10<sup>th</sup>

### Step 3: Submit a formal booking request

- 3.1. **What is a formal booking request?** Fill in the [Booking Request Form](#), and send it by fax/email/or post. Even if you have a wonderful phone conversation with a staff member, we still require you submit a formal request. **Please note, we do not automatically schedule your booking, even if you come every year.**
- 3.2. **What to include in a formal booking request.**  
A formal booking request must include the following information:
  - Your name and the name of the school or organization you are bringing.
  - Contact information: address, phone number, fax number, or email.
  - The estimated group size you will be bringing. This number includes all persons, including chaperones, coming on the field trip. It is important to consider this number carefully, as we may not be able to increase it at a later date.
  - The length of your desired stay, including arrival and departure dates.
  - 3 date ranges, in order of preference – Please supply us with date ranges, rather than actual dates.
  - The age, grade and/or knowledge level of the group.
  - The learning objectives of your field trip.
- 3.3. **Where do I send the application form?**  
By email: [Field Trip Program](#)  
By fax: 250-728-3452  
By Post: Field Trip Program  
Bamfield Marine Science Centre  
100 Pachena Rd.  
Bamfield BC, V0R 1B0
- 3.4. **What are the booking priorities?**
  1. University courses are given first priority in choosing dates for field trips.
  2. School groups of 20 to 48 people who have submitted their booking request before the deadline will be given second priority.
  3. School groups larger than 48 people or smaller than 20 people will be given third priority, and will only be allowed to visit if space and resources allow.
  4. Groups who lack participation, demonstrate unfit behaviour, or lack supervision will be assigned a low priority.

#### Step 4: Receive confirmation of booking reservation.

- 4.1. **When should I expect confirmation of my booking request?**
- Spring booking letters are sent in June
  - Fall booking letters are sent in March
  - Other booking letters go out as soon as possible
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- 4.2. **What will I receive in my confirmation package?** You will receive an e-mail containing four attachments:
1. The official confirmation letter, which outlines dates of your trip, trip costs, and details on paying your deposit.
  2. The deposit invoice, which must be signed and returned along with your deposit payment in order to secure your spot.
  3. The “accommodation and itinerary” information sheet that must be filled out and returned in order for us to plan your arrival.
  4. The “diet & medical” information sheet that must be filled out and returned no later than three weeks prior to your trip.

#### Step 5: Confirm Booking Reservation by paying deposit.

- 5.1. **How much is the deposit?** The deposit is \$10 per person per day.
- 5.2. **When is it due?**  
Deposit deadline for Spring field trips is November 30.  
Deposit deadline for Fall field trips is June 10.  
If you make a late booking and the deposit deadline has already passed, you will need to send your deposit immediately. Please note that we will not hold your reserved trip dates if we do not received your deposit payment by the payment deadline.
- 5.3. **How do I pay the deposit?**  
Mail a cheque or money order payable to Bamfield Marine Sciences Centre:  
Field Trip Program  
Bamfield Marine Science Centre  
100 Pachena Rd.  
Bamfield BC, V0R 1B0

To pay by credit card, call Visitor Services between 8:30 and 4:30 Monday to Friday at 250-728-3301 local 221.

- 5.4. **Under what circumstances can I have my deposit refunded?** This deposit is refundable **only** if cancellation occurs **90** days prior to your trip.

## Step 6: Submit the required information sheets:

- 1) Itinerary & Accommodation form
- 2) Dietary & Medical form

### 6.1. What do I do if my group size has changed?

A small change in numbers is allowed, plus or minus 2. Please let us know well in advance. If the adjustment is more than that, you need to seek special permission from our office. Space is limited, so large adjustments cannot always be granted. If the group size drops and it is less than 15 days prior to your trip, you will be charged for the original number.

### 6.2. What do I do if I do not know all of the information requested? Please complete the forms as completely as possible. Where you do not have the required information, make a note of when we can expect to receive this information from you. It is important that we receive all of this information **at least three weeks** in advance of your trip.

### 6.3. Why is the information requested so important?

Details about your goals are important in planning your itinerary; please be as clear and detailed as possible about what you hope to achieve while at BMSC.

BMSC is highly utilized. Because we have limited beds and are often completely full your group numbers and gender break-down are important. We want to ensure that everybody has an appropriate and comfortable place to sleep.

BMSC is very isolated. We receive supplies only once a week and must place our order a week prior to that. We are able to meet the needs of almost any special diet, but we need advanced notice. Our isolation also means that medical resources are limited. We must be informed of any allergies in order to assess whether this is an appropriate travel destination for the participant. Anybody who may require hospitalization is advised by the Vancouver Island Health Authority to stay at home.

## Step 7: Arrange details on your end.

### 6.1. *Transportation*: You are responsible for planning and financing your group's transportation to and from the Centre. If you need help, ask us for a list of transportation providers who offer service to Bamfield.

**\*\*BMSC now has a 24-passenger bus and can transport you to and from anywhere on the island.** Please contact us for details.

### 6.2. *Chaperones*: For youth groups we require an 11:1 student to teacher ratio. For mixed sex youth groups, we require both a female and a male chaperone. The program works best when the chaperones are regular teachers of the students they are accompanying. We understand this is not always possible, so other staff or parent volunteers may accompany the group in the role of a chaperone. The chaperones are required to participate in all activities, sleep in the dormitories with the students, and

are responsible for all discipline.

- 6.3. *Establishing Objectives for your Field Trip:* Let our staff know what it is you hope to get out of the trip so we can design a custom itinerary. We pride ourselves on the flexibility of the program and want to build your itinerary around what most excites you and your group. Descriptions of several [labs and field trip opportunities](#) we offer can be found on our website.
- 6.4. *Prepare the Participants:* Groups who are prepared and aware of the expectations placed on them, as well as excited about the opportunities presented, will gain the most out of their experiences. We recommend some sort of screening process to determine participation in the trip. Many schools also have the students sign a code of conduct as well as having the usual parental consent (we are not responsible for waivers).

### **Step 8: Itinerary Building**

#### **8.1. How do I get my itinerary?**

We will send you a detailed itinerary after you submit the “Accommodation and Itinerary” information sheet. Your itinerary is constructed based on your learning objectives, tides and access to boats and labs.

#### **8.2. What if I wish to make changes to my itinerary?**

Your itinerary is flexible, as west coast weather often dictates changes for us. Perhaps you want to work your students more or less, or be outside more or wish to create a different emphasis for the trip. We are interested in building the best itinerary for your needs and welcome your participation in this process.

If there is anything you would like to see changed on the itinerary email the [Field Trip Program Coordinator](#) or phone 250-728-3301 ext. 226 to discuss these changes.

#### **8.3. Could I have an example of an itinerary?**

Sure! [There are pdf versions on the website.](#)

### **Step 9: Arrive at Bamfield and have a wonderful field trip!!!**