

Office Use Only	Date of Program:	Location:	Start Time:	End Time:
Grade Level:	Topic:	# of Staff:	Names:	
Lead Contact:	Other days of programming? No OR Yes _____			

Portland Parks Environmental Education

Birthday Party Application – **PRINTABLE VERSION**

Thank you for your interest in educational programming with Portland Parks & Recreation Environmental Education (PP&R EE)! **Applications will be processed in the order received.** If you have questions please contact us at 503-823-3601 or enviroed@portlandoregon.gov. We'll contact you when we receive your form to work out details and create a contract for your program. Your contract will be emailed to the primary contact, and will need to get signed & sent back with a partial payment. Your program date is secured only when we receive your partial payment and signed contract!!

Here are a few things to remember before you fill out the form!

- Planning for programs takes at least 4 weeks! Get your application in early!
- We can accommodate group sizes of 6-20 children (not including adults.)
- Make sure to give us your 1st choice, 2nd choice and 3rd choice dates. Check the online calendar for our naturalist availability and maximum group size: <https://www.portlandoregon.gov/parks/article/632998>
- Think about which Portland Park or Natural Area might be the best for your party. (See our website for ideas!)
- If you are interested in having the birthday party at a picnic area, areas are first-come, first-served unless you hold a permit. **You will need a permit if you want to**
 - Be guaranteed sole usage of a picnic area.
 - Set up any tables, canopies, or equipment (i.e. volleyball nets, archways.)
 - Have alcohol present at your party for adults 21 and over.

Whose birthday is it?

First Name: _____ Last Name _____

Child is turning how old? _____

Primary Contact Information

Name: _____ Relationship to Child: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Cell # on day of program: _____ Does it receive texts? Yes No

Alternate Contact Information (Should be another participant that we can contact day-of if we can't reach the "primary contact")

Name: _____ Cell Phone: _____

Email: _____ Relationship to Org: _____

How did you hear about us?

- | | | |
|--|--|--|
| <input type="checkbox"/> I've done a program in the past | <input type="checkbox"/> Co-worker | <input type="checkbox"/> Internet search |
| <input type="checkbox"/> Email from your office | <input type="checkbox"/> Flyer or brochure | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Friend/Family member | <input type="checkbox"/> Raven Review Newsletter | <input type="checkbox"/> Other _____ |

Participant Information

Age range of group (in years): _____ Number of Participants: _____

Number of Chaperones: _____ *Note - we require a ratio of at least 1 chaperone per 6 students*

Do any of your participants require special accommodations? Yes No

If yes, please describe: _____

Program Content

Please tell us what type of program you are interested in:

- Ladybug Walk Party (1 ½ hours – geared for ages 3-5) – \$110 (up to 10 children), \$160 (11-20 children)
 Nature Birthday Party (2 hours – geared for ages 5-10) – \$150 (up to 10 children), \$200 (11-20 children)

Which theme would you like for the party? (See <https://www.portlandoregon.gov/parks/article/462732> for options)

Which park would you like to explore? _____

Program Logistics – Please check http://bit.ly/nat_availability for available dates!

1st choice date/ for Nature Birthday: _____ Start time _____

2nd choice date/ for Nature Birthday: _____ Start time _____

3rd choice date/ for Nature Birthday: _____ Start time _____

How will you be traveling to the site?

- Walking School bus Trimet Parent drivers

Thank you! We will be in touch!

For office use only	
Date of first contact:	Date Application received:
<input type="checkbox"/> Via phone? <input type="checkbox"/> Via Email?	
Additional Notes after receiving application:	
Date of Additional contact:	Notes...
Date of Additional contact	Notes...
CHECK LIST:	
<input type="checkbox"/> Contract created (Date _____)	
<input type="checkbox"/> Contract emailed (Date _____)	
<input type="checkbox"/> Expectations emailed (Date _____)	
<input type="checkbox"/> Details added to Field Trip Plan (excel) in the shared drive (Date _____)	
<input type="checkbox"/> Meeting added to Shared EE Calendar (Date _____) and <input type="checkbox"/> Naturalists + Chrissy Invited to the Meeting (Date _____)	
<input type="checkbox"/> Online Availability Calendar updated (Date _____) – Check bit.ly/nat_availability and email Chrissy to change it.	
<input type="checkbox"/> East/West Land Mgrs & Partners notified (Date _____) – Email Chrissy and give date, time, location	