



Petaluma Adobe State Historic Park
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Dear: Teachers Interested in Environmental Living Program

Please read both pages thoroughly. It is time to start planning the 2016-2017 Environmental Living Program for the Petaluma Adobe SHP.

***Petaluma Adobe:** The California Rancho Program will be available for Tuesday-Wednesday overnights. Where overnight programs are concerned, a night watch must be maintained for the safety and protection of the class and park resources.*

Your reservation application will be handled on a “first-come, first-served” basis. So, complete a ELP application and send it back to us as soon as possible. You are more than welcome to copy the reservation application for other teachers at your school, but please remember that the must come in separate envelopes.

Although your response time is of the essence, it is imperative that you read and complete this document carefully. Your signature commits you to abiding by the conditions stated herein in order to continue participating in the program.

Teachers will choose their program dates according to the order in which applications were received; i.e., application number one will have the greatest number of program dates to choose from. The program coordinator will call to confirm your acceptance, to assign a date, and to remind you of your \$50.00 commitment fee. The date you are assigned will be consistent for the next three years, unless you decide to change dates after your first year.

Class Size: Reservations will be granted for one program for one class. A class is one school class, not more than forty students. Teachers who team-teach will have to split the class into groups if the two classes total more than forty students; each teacher will have to submit a different application. If the class total is less than forty, the teacher may apply with one application. **The teacher on the reservation form MUST be the teacher on site for the program.** This system is done through the teacher, not the school. Absolutely no substitutions allowed. Please, only one application per envelope, even if you might have more than two teachers applying from your school.

Program Fees: There is a \$350 fee per class for the Adobe ELP. A **\$50.00 commitment deposit is due when you are assigned your date and confirm your interest. This fee is nonrefundable.** This \$50.00 is subtracted from your total cost. The remainder of the fee is due two weeks prior to your program date. In addition, the class may need to supply consumable crafts supplies (such as leather or project wood), if it is to participate in that activity. A need based scholarship program is available; please see the application in this packet.

Teacher's Workshop: All new ELP teachers are required to attend a Teachers Workshop at their preferred site, held in September. **Adobe ELP Workshop: Sept. 10, 2016.** The workshop is a hands-on run through of a possible program. Teachers may not send a substitute to the workshop. If a teacher cannot be at the workshop, s/he will not be able to participate in the program. Teachers who are returning after their one-year of absence are only required to attend the workshop on the first of their three years. Fees per person for the workshop are \$10 for the Adobe ELP Workshop, this fee covers materials and a manual.

DO NOT SEND A PAYMENT AT THIS TIME.

We are looking forward to working with each of you.

Sincerely,

Petaluma Adobe State Historic Park Staff