

AQUARIUM EXPRESS OUTREACH INFORMATION

CONFIRMING YOUR PROGRAM

Please review your Program Itinerary prior to your program. If there are any discrepancies, email birchaquariumprogram@ucsd.edu or call (858) 534-7336. Approximately 2 weeks prior to your program, we will contact you via email to discuss the logistics of your outreach (see checklist below).

PERFORMANCE AGREEMENT

Does your school require a **signed performance agreement** prior to providing your program? If so, email this paperwork as soon as possible. We require a minimum of 3 weeks to process this type of agreement.

CHECKLIST: PREPARING FOR YOUR PROGRAM

- **Parking Space:** Reserve one parking space close to the school for our van.
- **Front Office:** Alert staff that you are expecting a visit from Birch Aquarium. Leave a room number so our instructor knows where to find you.
- **Room:** Prepare a classroom or other suitable indoor space for the programming. Access to a sink with running water is highly preferred.
- **Setup:** The instructor will arrive 30-45 minutes prior to the start of your program. Allow this time for uninterrupted setup to ensure that your program begins on time.

PROGRAM POLICIES

Teacher & Room Policy

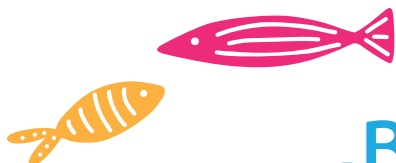
- Our programs involve the transportation of many materials and sometimes include live animals. **To reduce set up time and stress on the animals, one consistent classroom or space is required for all sessions.** Instructors cannot go classroom to classroom.
- At least one supervisory teacher must be present during the entire outreach program.
- Parent volunteers and other available school staff are highly encouraged to assist, especially for programs that include live animal touch.

Payment Options

- We accept credit cards over the phone or can send an invoice to your school's billing department after the program. We cannot accommodate split payments or multiple payment methods.
- An invoice issued by UC San Diego Central Accounts Receivable Office will be emailed 2-3 weeks after your program date. The school/ organization's Tax ID/EIN and billing contact information (name, phone, email) are required to generate the invoice. Checks are due 30 days later to the address on the invoice. Do not mail checks to Birch Aquarium. One credit card payment can be taken over the phone after your program at (858) 534-7336.

Cancellation/Rescheduling Policy

- Cancellations, changes, and rescheduling must be made 4 weeks in advance so we may provide other schools with outreach opportunities. You will be responsible for a fee of \$50 per program if your program is canceled or rescheduled less than 4 weeks in advance.
- **Financial aid recipients:** If you cancel your program within 4 weeks of your scheduled date, you forfeit your financial aid offer for the year.



UC San Diego

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