

Tualatin River National Wildlife Refuge
Group Reservation Request Form



Please fill out the sections below
and return to:

For Education Programs:
Jenna Mendenhall
(503) 625-5944 x222
seth_winkelhake@friendsoftualatinrefuge.org

For Nature Walk or Wildlife Center Tour:
Rachel Dunham
(503) 625-5944 x239
Rachel_Dunham@friendsoftualatinrefuge.org

TRIP DETAILS

Date of Request: _____ Date of Visit: _____ Back-up Date: _____

Arrival Time: _____ Departure Time: _____ # of Vehicles: _____ # of Buses: _____

Note: *Programs are subject to staff availability. Reservation Requests MUST be made at least TWO WEEKS in ADVANCE to be considered for programs.*

CONTACT INFORMATION

Name of Group: _____ Trip Leader Name: _____

Street: _____ City/State/Zip: _____

Work Phone: _____ Mobile Phone: _____

E-mail: _____

GROUP INFORMATION

Group Type (please select one): School Scout Troop Elderhostel Church/Youth Group Commercial
 Other (please specify): _____

Grade / Age range: _____

of Students: _____ # of Teachers: _____ # of Chaperones: _____ **Total # in Group:** _____

Other important notes we should know about your group:

TRIP ACTIVITIES

Please check one (all programs include Intro to the Refuge):

- | | |
|---|---|
| <input type="checkbox"/> Education Program* – chose one of the following:
Amazing World of Birds
Animal Adaptations
Wetland Wonders Pond Study | <input type="checkbox"/> Nature Walk
<input type="checkbox"/> Wildlife Center Tour |
|---|---|

Scouts
 Badge Requirement: _____

**Please note there are separate requirements and guidelines for formal field trips.*

Pre-K Program (Puddle Stompers) – chose one of the following:
 Frogs
 Bugs and Slugs
 Birds

Yes, I have read and understand the attached guidelines for group visits.

Trip Leader Signature: _____

Date: _____

Do not write in this area

Date Received:

Comments:

Volunteer needed:

Date Reservation Confirmed:

Date Entered in Google Calendar:

Tualatin River National Wildlife Refuge
19255 SW Pacific Highway
Sherwood, OR 97140

Guidelines for Group Visits

Refuge Facilities

- A visitor parking lot is available at the Refuge, including designated bus parking.
- There are public restrooms and water fountains in the Environmental Education shelter and in the indoor Wildlife Center. There are NO facilities along the trails.
- There are no pay phones at the refuge. In case of emergencies, please bring at least one cell phone for your group.
- Please take all trash, including lunch trash, with you and recycle. The trash capacity at the Refuge is too small to handle large groups.
- Your group may eat in the Environmental Education shelter or on the porch overlooking the wetlands behind the classroom (around the building to the left of the Wildlife Center main entrance). Please do not allow your group to eat on the trail or between the two buildings on the plaza. In order to not block access to refuge overlook for other visitors, please do not allow your group to congregate for more than a few minutes between the two buildings on the plaza.

Guidelines for your visit

- Use the main visitor entrance at 19255 SW Pacific Hwy (99W), Sherwood, OR.
- All visitors are required to abide by the regulations posted at trailheads, along the trails, and printed in Refuge brochures.
- Parking is limited so please carpool, take the Tri-Met bus, or arrange for group transportation. We encourage you to use alternate transportation to the Refuge when you have more than 5 vehicles. We require that a group park no more than 10 vehicles on site.
- The maximum number of participants is 50.
- An adult-to-youth ratio of 1:5 is required for 10 years old and under. An adult-to-youth ratio of 1:10 is required for 11 years old and up. Adult supervision is required at all times.
- When visiting INSIDE the Wildlife Center, each group of 5 youth MUST be accompanied by 1 adult. No more than 2 groups of 5 inside at any time.
- When visiting the trails, break your group up into small groups of no more than 15 people. Stagger your smaller groups with at least 150 yards in between. Move quietly and slowly. Use binoculars and spotting scopes to get and up close view of wildlife without affecting their behavior.
- Use pullouts and viewpoints to set up spotting scopes. This will allow your group to enjoy the view and allow other visitors to move past without leaving the trail.
- Do not feed ANY food to ANY animal.
- The Refuge is open daily from dawn to dusk. Entrance gates will open and close automatically.

Thank you for taking the time to create this outdoor education experience for your group.
Enjoy your visit!

Do not write in this area

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