SCHOOL DETAILS:

School: ________________________________________________________________

Address: ______________________________________________________________

Suburb: ________________________ Postcode: ________ Phone: _____________

Principal: ____________________________________________ Fax: _______________

e-mail:  ___________________________________________________________________

Head of Curriculum: ________________________________________________________

HOC email:  _______________________________________________________________

PREFERRED DATES:

Please indicate dates in order of preference.

1. ______________________________ 2. ______________________________

3. ______________________________ 4. ______________________________

Days / Dates NOT suitable: ___________________________________________________
Please select a program from those available within the BEEC website. Also indicate each teacher’s interest in attending a pre-visit inservice afternoon prior to the field visit. In accordance with the Centre’s visitation policy, preference will go to teachers who have demonstrated a commitment to environmental education taking the learning beyond the classroom.

When selecting the program choices, remember to choose the programs that suit your particular curriculum needs.

www.bunyavileec.eq.edu.au

**PROGRAM CHOICE AND CLASS DETAILS**

Please select a program from those available within the BEEC website. Also indicate each teacher’s interest in attending a pre-visit inservice afternoon prior to the field visit. In accordance with the Centre’s visitation policy, preference will go to teachers who have demonstrated a commitment to environmental education taking the learning beyond the classroom.

When selecting the program choices, remember to choose the programs that suit your particular curriculum needs.

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**BOOKING PROCEDURE AND FEES**

**Step 1** All applications for bookings must be made in writing either by submitting the on-line booking (www.bunyavileec.eq.edu.au) or by faxing the Booking Application to 3353 2624.

**Step 2** A tentative date will be returned to you with a booking fee invoice. The Booking Fee is a non-refundable deposit that confirms your school’s commitment to the dates offered: 0 - 30 students = $30, 31 - 60 students = $60 and 61+ students = $100. This fee confirms acceptance of proposed dates and must be paid within 10 working days of notification. GST is payable for Non-State School. Non payment within the prescribed period will void the booking date.

**Step 3** If you are satisfied with date/s offered send booking fee payment to Bunyaville EEC as invoiced or phone to renegotiate available dates for your visit.

**Step 4** You will be contacted prior to your visit to discuss curriculum, WH&S and program delivery at a pre-visit. If you are unable to attend a pre-visit session and need resources posted this will incur a $12 postage and handling fee that will be charged when final invoice is issued.

**Step 5** The School will be invoiced after your visit date/s. GST is charged to a non-state visiting school. No GST is charged to a state school.

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<th>Visiting Teacher/s</th>
<th>Email</th>
<th>Class Year</th>
<th>No. of stud</th>
<th>Program Title</th>
<th>Pre-Visit Y/N</th>
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**School Contact Teacher** ____________________________ email: _______________________

(Signed)  Principal ____________________________ Date ________________