



## EDUCATION ACCESS PERMIT OVERVIEW

An Education Access Permit is required for all school/educational activities, such as class field trips, practices or other group education visits to a Preserve or Nature Center, for all groups of 25 or more, and/or when requesting assistance from Forest Preserve staff. The Permit is granted for the day(s) of the field trip or activity. There is no fee for the Education Access Permit.

### **Submittal Requirements:**

To apply for the Education Access Permit please submit the following:

1. Completion of the Education Access Permit Application.
2. Attachment A: Consisting of a letter on the organizations official letterhead requesting the permit, including:  
(a) A detailed description of the purpose of visit; (b) Location(s) of visits; and, (c) List of all attendees.
3. Attachment B: Consisting of required Insurance and/or Individual Waivers (i.e. permission slips from parent/guardian if participants are under 18 years of age).
4. **Please Note:**
  - a. All activities must take place during normal hours of operation unless otherwise approved by the Forest Preserves.
  - b. Applications should be received no later than ten (10) days in advance for review.
  - c. Cancellations: Cancellations with short notices cause significant scheduling difficulties for Forest Preserves staff and volunteers. Please give the Forest Preserves at least 24 hours' notice if a Field Trip will be canceled.
  - d. Adult Supervision: Teachers and chaperones are responsible for monitoring the conduct of students, participants, and volunteers.
  - e. Special Needs: Please inform the Forest Preserves if there are individuals with special needs a part of the field trip in order to ensure proper access and location designations are discussed and/or arranged.
  - f. Group Size: To ensure quality of programs and safety, the Forest Preserves can effectively handle a maximum of 100 students per visit.
  - g. Medical Release Form: Teachers and group supervisors are encouraged to carry emergency contact numbers and signed waiver for each student/participant.
5. For more information on Education Access Permits, please contact:

**Name:** Cynthia Moreno  
**Address:** Forest Preserve District of Cook County: Dept. of Conservation & Experiential Programming  
536 N. Harlem Ave.  
River Forest, IL 60305  
**Phone:** (708) 771-1019  
**Email:** [Cynthia.Moreno@cookcountyil.gov](mailto:Cynthia.Moreno@cookcountyil.gov)



# EDUCATION ACCESS PERMIT APPLICATION

The following form must be completed and submitted at least 10 days before your requested date(s).

CONTACT INFORMATION	
Contact Person	
Contact Title	
Name of Group	
Complete Address	
Phone	
Cell- Phone	
Email Address	

ACTIVITY DETAILS	
<b>Type of Group</b> (Check all that apply)	<input type="checkbox"/> Youth Group (up to 13 years) <input type="checkbox"/> Teen Group (14-18 years) <input type="checkbox"/> Adult Group (over 18 years) <input type="checkbox"/> Other: Describe:
Requested Visit Date(s)	
Requested Time for Visit(s)	
Requested Location(s)	
Are Forest Preserve Staff Needed for Tour /Chaperon/etc.. (yes or no)	
Activity- Please describe your activity plan (Ex. Nature Hikes, Wildlife Monitoring, Water Testing, Collection, Nature Center Tour, etc...)	
Expected Group Size	
Expected number of chaperones (1:10 recommended)	
Special Need Requests	
Other questions or concerns	