

FOSSIL RIM WILDLIFE CENTER

TRIP LEADER/ORGANIZER RESOURCES





PLANNING PRO-TIPS

#1

ORGANIZE GROUPS INTO 10 TOTAL PEOPLE (9 PARTICIPANTS + 1 CHAPERONE). THIS ENSURES THAT OUR 20-SEAT TOUR BUSES CAN FIT YOUR GROUPS.

THIS WILL ALSO AID IN NAVIGATING BATHROOM BREAKS AND SPLITTING GROUPS FOR OTHER ACTIVITIES.

#2

ARRIVE 10-15 MINUTES EARLIER THAN YOUR PROGRAM TIME. ARRIVING EARLY HELPS ENSURE YOUR GROUP DOESN'T MISS OUT ON ACTIVITIES.

#3

THE MAXIMUM CAPACITY FOR NATURE STORE AND ANIMAL DISCOVERIES IS ~30 PEOPLE. THIS HELPS ENSURE SAFETY OF YOUR GROUP, OUR STAFF, AND ANIMALS.

#4

WORK WITH YOUR PARTICIPANTS ON COMPLETING PRE AND POST VISIT ACTIVITIES! THESE ACTIVITIES ARE DESIGNED TO ENHANCE YOUR VISIT. AND THEY'RE FUN!

#5

LET US KNOW ABOUT ANY MOBILITY CONCERNS OR ADA NEEDS AS SOON AS POSSIBLE; SOME AREAS OF THE PARK CAN BE DIFFICULT TO NAVIGATE.

#6

MAKE SURE TO PACK A LUNCH! LUNCH IS NOT PROVIDED WITH PROGRAMS NOR CAN OUR CAFE ACCOMMODATE LARGE GROUPS. LUNCH WILL BE HELD AT THE OVERLOOK PICNIC BENCHES. IN POOR WEATHER, LUNCH WILL BE MOVED TO OUR ACTIVITY CENTER BUILDING.

#7

COMMUNICATE A GENERAL SCHEDULE FOR THE DAY WITH ALL CHAPERONES OR STAFF. THIS WAY EVERYONE HAS AN IDEA OF WHAT THE DAY WILL ENTAIL.



FOSSIL RIM TRIP OPTIONS

	Self Guided Trip	Group Focus Tour	Group Guided Tour	Half Day	Full Day	Over-night
Details	Drive thru park in your organization's vehicle (bus, van, company car).	Guided trip of Preserve Pasture (giraffes and cheetahs) in an open-air vehicle.	Full guided trip of the park in an open-air vehicle.	Includes guided trip into the park and classroom session.	Includes guided trip into the park and 2 classroom sessions.	Includes dinner and breakfast, guided trip into the park, and lodging.
Time Length	Varies	1 hour	~1.5 hrs	4 hrs	6 hrs	24 hrs
Age Requirement	All Ages	5 & Up	7 & Up	8 & Up	8 & Up	10 & Up
Group Size	Min - 10	Min - 10 Max - 150	Min - 10 Max - 150	Min - 10 Max - 100	Min - 10 Max - 100	Min - 10 Max - 56
Price Per Person	Adult - \$19.95 Child (3-11) - \$14.95	\$20	\$35	\$50	\$70	\$110



IMPORTANT POLICIES

WEATHER POLICY

Fossil Rim will notify groups of severe weather forecasts 24 hours prior to the program and a decision will be made at that time to cancel or reschedule.

Rescheduled programs will not be charged additional fees and canceled programs will receive a full refund if they are canceled by Fossil Rim.

DAMAGES/ CLEANING FEES

Groups agree to pay replacement or repair costs for all damages, breakage, loss, vandalism, and/or defacing that may occur from any member of the group that attends a Fossil Rim program.

In addition, Fossil Rim reserves the right to charge a \$100 cleaning fee per facility and \$200 for grounds that are left unclean.

GROUP SUPERVISION POLICY

Adults and chaperones are responsible for monitoring the behavior and safety of the group at all times. This includes but is not limited to, during programs, while on tour vehicles, and Overlook time.

Adults and chaperones should be engaged with their Group and are not permitted to leave their Group unsupervised even if Fossil Rim Staff is present.

Fossil Rim reserves the right to ask for the removal of youth/children or adults/chaperones from a program. Any participant removed in this manner will not be permitted to return and their cost of attendance will not be refunded.

LATE ARRIVAL/CANCELATION POLICY

If your group is late arriving to the scheduled program, the end time will not be extended. Late arrivals are at risk for subtracting time away from program/tour times.

If you must cancel or reschedule your program, the following rules apply:

- 21 days or more notice before the program start date: Full refund.
- 14-20 days notice before the program start date: Partial refund excluding the deposit
- Less than 14 days notice before the program start date: No guaranteed refund.



PLANNING CALENDAR

**PLEASE SUBMIT A TOUR/ PROGRAM REQUEST AT LEAST
3 WEEKS OUT FROM YOUR PREFERRED EVENT DATE!**

AT YOUR EARLIEST CONVENIENCE:

- Submit a program request with initial numbers, preferred dates, and any accommodations you may need

3 WEEKS BEFORE TRIP

- Submit initial deposit or coordinate payment with Fossil Rim staff

2 WEEKS BEFORE TRIP

- Submit final numbers
- Submit full payment or coordinate payment with Fossil Rim staff

1 WEEK BEFORE TRIP

- Ensure every participant has received a Fossil Rim Release and Waiver Form for every participant, including chaperones*
- Ensure that the Fossil Rim Environmental Engagement Agreement has been signed by your group leader/ organizer *
- Start working on pre-program activity assigned to you by Fossil Rim staff

2 DAYS BEFORE TRIP

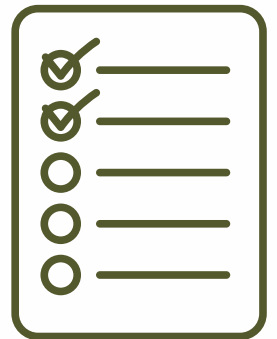
- Check weather to inform participants to bring extra jacket, rain jacket, and/or water bottles (Fossil Rim Staff will contact you in extreme cases)
- Prepare rosters for group(s) along with any needed Fossil Rim Chaperone Guides

DAY OF TRIP

- Ensure every participant has turned in a Release and Waiver Form, and organizer has signed the Fossil Rim Environmental Engagement Agreement*
- Double check if your group is arriving to our Front Gate or Overlook Area
- Arrive 10-15 minutes earlier than your scheduled program. This will allow for any unforeseen delays and bathroom breaks upon arrival

* NOTE: Self-Guided Drive Groups are not required to submit the Agreement or Release/Waiver Forms.
Group Tours are required to submit a signed Agreement.

Half Day, Full Day, & Overnight programs are required to submit both the Agreement and Release/Waiver Form.





ARRIVAL INFORMATION

- **ARRIVE 10-15 MINUTES BEFORE YOUR SCHEDULED PROGRAM.**
- **ALWAYS DOUBLE CHECK IF YOU ARE TO MEET STAFF AT THE FRONT GATE OR THE OVERLOOK.**

FRONT GATE ARRIVAL INSTRUCTIONS:

- **ADDRESS:** 2299 County Road 2008, Glen Rose, TX, 76043
- If you are arriving in a bus, please park in the most convenient place without blocking traffic.
- You will either check-in with a staff member at the Admissions Building or they will come out to greet you. Before unloading participants, this is the best time to finish payment and turn in any required forms.

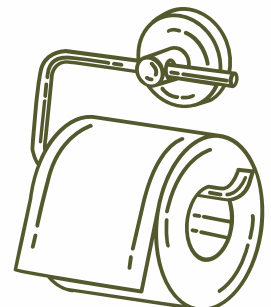


OVERLOOK ARRIVAL INSTRUCTIONS:

- **ADDRESS:** 1789 County Road 2009, Glen Rose, TX, 76043
- Staff will be waiting for your group to arrive. If you do not see a staff member, please call your point of contact.
- If you are arriving in a bus, staff members will open the gate for buses to park inside. They are free to park long-ways across 2 parking spots.
 - All other cars will not be let into the gate, they must park in the general parking lot.
- Check-in with a staff member before unloading participants; this is the best time to finish payment and turn in any required forms.

AFTER CHECK IN:

- Have groups of participants go to the bathroom, preferably one to two groups at a time so other guests can also navigate the limited bathroom space.
- After bathroom breaks, participants will be grouped together to meet staff and hear the plan for the day.





FOSSIL RIM DO'S & DONT'S

PRIOR TO YOUR VISIT REVIEW THESE GROUND RULES WITH YOUR GROUP.

DO'S

- Understand that Fossil Rim animals are free roaming; we may not be able to see all of the animals during the tour.
- Be respectful of other people, group members, Fossil Rim Staff, and the animals.
- Stay with your assigned group at all times.
- Listen to Fossil Rim Staff, chaperones, and/or teachers for directions.
- Clean up after yourself and others during lunch and activities.

DONT'S

- Do not touch the animals. They like their personal space, just like we do.
- Do not feed the animals outside food. Only feed them the food Fossil Rim provides you.
- Do not scream or yell at the animals. This could scare the them.
- Do not pick or take any flowers, plants, trees, rocks, or fossils.

MOST IMPORTANT DO:

HAVE FUN!





FOSSIL RIM ACTIVITY RULES

PRIOR TO YOUR VISIT REVIEW THESE GROUND RULES WITH YOUR GROUP.

SAFARI TOUR BUS RULES:

- Stay seated while the vehicle is moving. When the vehicle is stopped you can stand up and move side to side.
- You will only receive one cup of food for the tour. Use it sparingly.
- Do not yell or scream on the tour, it could scare the animals.
- If you drop anything off the bus, let your tour guide know.

GIRAFFE FEEDING RULES:



- On Fossil Rim Safari Buses, ONLY feed giraffe LETTUCE.
- Hold your lettuce all the way out of the bus window and as high up as possible.
- Do not touch or pet the giraffe.
- Do not yell or scream around the giraffe, it could scare the giraffe away from the vehicle.
- Do not yank hand away from the giraffe.

ANIMAL DISCOVERIES RULES:

- No food or drinks are allowed; they can be left on the table outside.
- Do not chase/ run after any of the free roaming animals.
- You can only touch the goats/ free roaming animals.
- You may use brushes or pet them gently. No slapping or hitting.



**IF YOU HAVE ANY QUESTIONS, FEEL
FREE TO CONTACT OUR
ENVIRONMENTAL ENGAGEMENT
DEPARTMENT AT ANY TIME!**

EDUCATION@FOSSILRIM.ORG

BRIANNA SORBER
SENIOR ENVIRONMENTAL ENGAGEMENT
SPECIALIST
BRIANNAS@FOSSILRIM.ORG
254-898-4287

MADDY HERRON
ENVIRONMENTAL ENGAGEMENT MANAGER
MADDYH@FOSSILRIM.ORG
254-898-4249

KARRINGTON WRIGHT
ENVIRONMENTAL ENGAGEMENT SPECIALIST
KARRINGTONW@FOSSILRIM.ORG
254-898-4215