

Group Tour Request Form

Please send requests as far in advance as possible.

Connecting people and land through the legacy of Aldo Leopold

PO Box 77
Baraboo, WI 53913

Phone: 608.355.0279
Fax: 608.356.7309
www.aldoleopold.org



Office use only

Confirmed Tour Date/Time:

Conf. sent _____

Notes:

Group Name:

Group Type:

Estimated number of participants:

We schedule one guide for each group of 10-20 participants, and can accommodate group sizes up to 40. Please confirm participant counts 1 week before your tour date to ensure we have the proper number of guides. We often contract with tour guides that travel from off-site specifically for the purpose of leading tours. Therefore, it is **very important** to give us an accurate count about a week before the tour! Groups may be billed to reflect original numbers if adequate notice of group size reduction is not given.

Your Name:

Your e-mail:

Phone:

Cell Phone:

What group tour schedule description best matches your group's needs?

- Tour Aldo Leopold Shack and Farm.**
(recommended: 1.5 - 2 hours. Minimum: 1 hour.)
- Tour Aldo Leopold Shack and Farm, then do a short interactive exploration and overview of Leopold Center Green Building.** *(recommended: 2.5 hours. Minimum: 2 hours.)*
- Tour Aldo Leopold Shack and Farm, then do full guided tour of Leopold Center Green Building.**
(recommended: 4 hours, including short lunch break in between tours. Minimum: 3 hours.)
- Tour Leopold Center Green Building**
(recommended: 1 hour. Minimum: 45 minutes)
- Another schedule; please describe:**

Other schedule:

Requested tour date (first choice).
Note, we are not open or staffed on Sundays. Also note Saturday tours likely need to take place in the morning depending on date. (See page 2 for info)

Secondary tour date (in case first choice is not open)

My group plans to arrive by this time:

My group needs to be on the road by:

We will bring bag lunches to eat on-site. We will handle table & chair setup and breakdown/cleanup.

Please tell us about your group. Have the participants studied Leopold or read A Sand County Almanac? If the trip is part of a class, what is its focus? What would you like your group to learn during the tour?

Please indicate how your group prefers to handle payment.

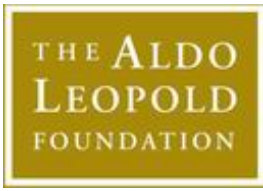
- Participants pay individually on the day of the tour.
- Group leader pays for entire group on day of the tour.

Check here if you require an invoice in advance.

For invoices, please share billing contact name, email, street address, phone number, and purchase order #.

Please continue to page two.

Most groups find that if their schedule on-site includes both the Leopold Shack and Farm and the Leopold Center Green Building, a break in between the tours works best. We do have on-site facilities for eating bag lunches. The city of Baraboo is a 20 minute drive away, therefore we recommend you either provide your own bag or box lunches, or plan to pick them up in town before coming out to our site. Sometimes our covered lunch space is used for other programs or meetings, and in these cases tour groups will be eating in an outdoor uncovered area with informal seating. Our tour coordinator will keep you apprised of the schedule on the day of your tour.



Group Tour Request Form

Page Two

Tour policies for all groups

- Dress for the weather (multiple layers and rain gear strongly recommended)
- Poison ivy and ticks are very prevalent on the site. Closed toed shoes and long pants are recommended.
- In event of severe weather, tour may be canceled or delayed.
- If your group is not able to keep your tour appointment, we will do everything we can to try and re-schedule at a later date. We appreciate notice of cancellation or rescheduling as far in advance as possible. Thank you.

Payment Policies

- The Aldo Leopold Foundation requires payment either in advance, or on the day of your program.
Cash, check, and MasterCard/Visa accepted.
- We can issue an invoice in advance to assist groups that must request a purchase order for their tour payment. If numbers of participants increase for payments made in advance, payment for the additional participants must be issued on the day of the tour.

Group Tour Schedules

If you are requesting a Saturday tour between Memorial Day weekend and the last weekend in October, we have reserved Saturday afternoons for public programs. During these months, the only time slots we have available for group tours on Saturdays are morning times. Contact us as soon as possible to schedule, since Saturday tours fill up the fastest of all dates.

We can schedule group tours with start times as early as 9am, with programs ending as late as 5:00 pm. We are not able to schedule group tours on Sundays. Many groups combine a visit to the Aldo Leopold Foundation with a visit to the nearby International Crane Foundation. Drive time between the two centers is about 10 minutes.

Tours are not formally reserved in our system until you receive a confirmation via email from our staff. If you have submitted a request and have not heard back within 5 business days, you may contact us at tours@aldoleopold.org or 608-355-0279.

Save Form

Save a local copy of this tour request before submitting. You can attach the saved form in an email to tours@aldoleopold.org, or print and fax the form to 608-356-7309. If you have additional questions or requests, feel free to include them in the email message with your form attached, or in a letter mailed or faxed with the hard copy form.

Print Form

We look forward to welcoming your group!