MARINE LAB
CONCORDIA UNIVERSITY IRVINE

MOBILE TOUCH-TANK OUTREACH EVENT REQUEST FORM

Mobile touch-tank events can be requested during regular school hours, after-school programs, or for special events (e.g. science nights, festivals, etc.) on weekdays or weekends. Start/end times and total duration of an **EVENT** depends on staff availability and event location, but can generally last up to several hours. Individual **LESSON** duration can range from 15 min to 1 hour per group and are most effective when groups are small, with no more than 15 (preferably 10) students at the touch-tank at one time. Multiple touch-tank stations, or additional activity/dry stations can be incorporated into a rotation to accommodate larger classes (dependent on staff availability). Schools typically have multiple classes rotate through the outreach program for short lessons, or limit participation to fewer classes that receive a longer lesson. **All outreach event request forms must be submitted a minimum of three weeks prior to the desired date.**

We are currently not supported by a grant. In order to support our facilities, transportation, & student staff, *fee/tuition-receiving institutions* that request an event are asked to provide a suggested donation of $100-200 per event. Checks payable to Concordia University, memo "Marine Lab"

Please complete ALL the information below and email the request to marine.lab@cui.edu.
Include your **institution or entity name in the subject line** on the email.
Questions can be directed to the Outreach Coordinator at marine.lab@cui.edu (949)-214-3300

Requesting Entity Information

Institution: _____ **Institution Charges Fees/Tuition? Yes** ◯ **No** ◯

Address: _____
Street **City** **Zip**

Contact Person: _____ **Title:** _____

Contact Information: _____
Phone **Email**

Event Information

☐ **During school hours** ☐ **After-school program** ☐ **Special event**

Desired Dates: _____
First Choice **Second Choice** **Third Choice**

If there is a range of days or weeks during which you are flexible, please describe that range in the box below. This is the best way for us to find a date that will fit into our own busy teaching and class schedules.

Grade-level(s) or age(s) of participants: _____

Number of participating classes or groups: _____

Number of participants per class, grade, or group: _____

Total number of participants: _____

Desired event start time: _____ **End time:** _____

*** Please attach a bell schedule if you want the program fit into specific class periods. Earliest start time is typically ~9:00-9:30am.**

Desired Lesson Duration: ☐ **~15 min** ☐ **~30 min** ☐ **~1 hour** ☐ **2+ hour special event**
☐ **Other (explain):** _____

Lesson Information

Please describe any topics or learning objectives that would help us align the lesson with your class curriculum or state standard. You may attach a document that provides more information if you feel that it would help us better tailor the lesson to your needs. Describe what the students will have already learned, so we can build upon that knowledge.
***Note: special event (e.g. science night) lessons include general "fun facts" about the animals unless requested otherwise.**