

Bradford Woods
Environmental Education
Program Scheduling Instructions
2010-11 Academic Year

To Request Program Dates:

Please return the enclosed **Program Request Form** by **Friday, February 19, 2010**. Be sure you have listed four date choices in the appropriate space. You may request dates for the Fall, Spring, or a combination of Spring or Fall dates. Please remember that we make every effort to accommodate a group's date choices; however, scheduling is tight. Your flexibility is truly appreciated.

Baxter, Lilly, and Griffith Village Capacities:

Baxter Village has a total of 6 cabins each with a total capacity of 18 people. The total capacity of Baxter Village is 108.

Lilly Village has a total 4 cabins. Three of those cabins have a capacity of 24 people and the remaining cabin (Rhodes/Landon) has a capacity of 23. Total capacity of Lilly Village is 95.

Griffith Village has a total of 2 cabins each with a total capacity 24 people. The total capacity of Griffith Village is 48.

*** Due to fire regulations, Bradford Woods cannot fill cabins beyond the above stated capacity.**

How programs are scheduled:

Groups are scheduled according to the following factors in rank order:

1. **Program Length**
5-Day programs take priority over 3-Day programs and Day programs;
3-Day programs take priority over Day programs.
2. **Seniority** or the number of *continuous* years that a school or group has been attending the Environmental Education program at Bradford Woods.
3. **Availability of appropriate facilities** for the group size including cabins and dining hall space.
4. **Availability of Bradford Woods staff** to run program activities.

A Short Example:

Mayfield Elementary has been bringing their fifth grade classes to Bradford Woods for forty years. In fact, Mayfield Elementary's school corporation has had a contract with Bradford Woods to bring every fifth grader from all of Mayfield's public schools to Bradford Woods for a 5-Day program for the last forty years. The Mayfield School Corporation has requested dates for Mayfield Elementary for a 5-Day program from October 1 - 5. Waynesville Elementary, attending Bradford Woods for the last ten years, has listed October 3 - 5 as their first choice dates for their fifth grade experience at Bradford Woods. Waynesville is requesting a 3-Day program. Mayfield Elementary will be bringing 130 students and chaperons using all the cabin facilities in Baxter Village and Rhodes/Landon cabin in Lilly Village. Waynesville Elementary will be bringing a total of 120 students and chaperons. Mayfield receives the October 1 - 5 dates because it is a 5-Day program and because it has thirty years of seniority over Waynesville Elementary. With 120 students, Waynesville Elementary could not "fit" in the remaining 72 beds in the open Lilly Village cabins. Waynesville may be able to receive its second choice dates as long as another group requesting those same dates has not requested a 5-Day program or does not have more seniority than Waynesville and/or if the proper amount of cabin and dining hall space is available. Otherwise, attempts are made to schedule Waynesville for third or fourth choice dates.