



8886 Domser Road | Boonville, New York 13309  
315.942.2299 | Fax 315.942.9169  
www.blackriveroep.org

**Black River Outdoor Education Program, Inc.**

**Bus Request Form**

District: \_\_\_\_\_ School Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Number of Buses Needed: \_\_\_\_\_

Departure Time From School: \_\_\_\_\_ Return Time To School: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Teachers: \_\_\_\_\_ Chaperones: \_\_\_\_\_

Please check: ( ) District Transportation ( ) Birnie Bus

**Campus Destination (circle):**

- |                            |                              |
|----------------------------|------------------------------|
| Alder Creek Gorge (ACG)    | Jackson Hill Sun Field (JHS) |
| Black Creek Landing (BCL)  | Jackson Hill Telemark (JHT)  |
| Black River Forest (BRF)   | Lyons Falls (LF)             |
| Burdick's Crossing (BC)    | Potato Hill Farm (PHF)       |
| Greig Bird Sanctuary (GBS) | Towpath Feeder Canal (TFC)   |

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ School Phone: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

- FAX this form to Black River Outdoor Education Program (315)942-9169 (FAX)**  
**AND to either your district bus transportation department**  
**OR to Birnie Bus Utica to Kathleen (315)797-5458 (FAX)**  
**OR to Birnie Bus Rome to Barb (315)281-0042 (FAX)**  
**OR to Birnie Bus Ilion, Frankfort and St. Francis Schools to JoAnn (315)895-4153 (FAX)**

**NOTE: In order for you to be reimbursed for busing, you must arrive with a minimum of 40 students per bus.**

**Bus Reimbursement invoice must be received within 45 days of your trip to be honored.  
Send to Lisa George to the address shown above.**