



How to Register for a Denver Zoo Outreach Program

Your entire request can be submitted online. If you are having difficulty with the online system please call 303-376-6734.

BEFORE YOU START:

1. Check out our program offerings at: <http://www.denverzoo.org/education/outreachPrograms.asp>
2. Talk to other teachers/organizers. Save money by booking more than one program consecutively on the same day.
3. Select a first and second choice date. Both of these dates should be acceptable for scheduling your program.

Registration:

Step 1: Set up an account at www.denverzoo.org/outreachregistration
Confirmations and inquiries will be sent to your email account.

Step 2: Submit contact information.
One contact can have multiple program locations. Be sure you have an accurate mailing address for hard copy correspondence.

Step 3: Click on the hyperlink “**New Request**” on the left hand side of the page.

Step 4: Pick a program.

Step 5: Input dates and start times
A. Provide two dates choices.
B. If you have multiple date or time options, please list them in the “Notes” section

Step 6: Submit any notes including group needs (English language proficiency. Disabilities etc), special parking, check in or location information.

Step 7 (Optional): Scholarship application. The Red Apple Scholarship Fund provides access to Denver Zoo’s education programs for Colorado schools, individuals, groups and families whose financial situation would otherwise prevent their participation.

- Click on the link below the Red Apple Request category.
- Complete the required fields.

Step 8: Submit request



Denver Zoo Outreach Policies

1. Cancellations and reschedules: Programs cancelled or rescheduled less than two weeks from the program date will result in a fee of 50% of the total program cost. Red Apple Scholarship funds do not apply to cancellation or rescheduling fees.

2. Participant policy: If you have more than the maximum number of participants at your Denver Zoo Outreach program you will be charged for an additional program. You may request adding a program but Denver Zoo's ability to present an additional program is not guaranteed due to the availability of instructors and animals.

Audience Size Maximums: (there are no minimums)

Class or Miniclass:	Up to 30 audience members
Enrichment Program:	Up to 50
Speaker's Bureau:	Up to 60
Assembly:	Up to 250

3. Program needs to be on ground level or with elevator access. Animals and materials are brought in on one or more carts.

4. 1 to 4 tables in the room. Individual class policies will indicate what is needed for room set up.

5. An adult representative must be in the room at all times students are present.

6. No food or drink, other animals, or other activities to be in the room of the program during set up or presentation.

7. Multiple programs should take place in the same room, with participants coming in and out.