



United States Department of the Interior

NATIONAL PARK SERVICE

Fort Sumter and Fort Moultrie National Historical Park
1214 Middle Street
Sullivan's Island, South Carolina 29482
(843) 883-3123



FORT MOULTRIE – GROUP & EDUCATION RESERVATION REQUEST FORM

Information for completing NPS Form 10-1750

WHO HAS TO SUBMIT THIS FORM?

All groups of 20 or more people that plan to visit the Fort Moultrie site must complete and submit the Group & Education Reservation Request Form, NPS Form 10-1750.

WHY ARE GROUP RESERVATIONS REQUIRED FORT MOULTRIE?

Limited bus parking and facility space at Fort Moultrie means the park must manage the number and size of groups visiting at the same time. This helps the park ensure an enjoyable and safe experience for all and protected park resources.

ABOUT ACADEMIC FEE WAIVERS

Academic fee waivers are not guaranteed. A waiver application must be submitted for review. Waiver applicants must show they meet specific criteria for a waiver to be approved. Three criteria must be met: 1) demonstration of eligibility, 2) demonstration that the visit is for educational purposes where academic credit is being given, and 3) demonstration that park resources are relevant to the educational purpose of the visit.

An academic fee waiver covers the expense of students who are 16 years and older, and one teacher/chaperone per ten students. Additional teacher/chaperones are charged according to the site's fee schedule. Students 15 years and younger are always free.

Academic fee waiver requests must be submitted to the park at least 30 days in advance of the planned visit date to give the park sufficient time for processing.

HOW TO COMPLETE THE RESERVATION REQUEST FORM

SECTION 1: Contact Information

All groups complete all blocks.

SECTION 2: Group Details

All groups complete all blocks if the primary contact on the day of the visit is different from the contact listed in Section 1. Non-education groups do not need to complete blocks that are not applicable.

Requests for a program will be considered based on staff availability. Groups are always welcome to join programs already scheduled for the public. A self-guided walking tour is published in the park brochure.

SECTION 3: Group Details – Ranger-in-Classroom Program

Leave blank. This section does not currently apply at Fort Moultrie.

SECTION 4: Group Details – Virtual/Distance Learning Program

Leave blank. This section does not currently apply at Fort Moultrie.

SECTION 5: Academic Fee Waiver

Education groups who are seeking a fee waiver should complete section 5.

Note: Any visitor 15 years and younger is always free, however, schools with students should complete section 5 if they are seeking a fee waiver for the attending teachers/chaperones. Fees for one teacher/chaperone per ten students will be waived for approved waiver requests.

- **Criteria One – Eligibility:** Attach the current official recognition or accreditation described in this section. Describing this information without an attachment may delay processing.
- **Criteria Two – Educational Purpose:** List specific curriculum for which academic credit is being offered.
- **Criteria Three – Relevance of Park Resources or Facilities:** Identify the park resources, facilities, or services that will be used during the visit and how the resources help you achieve the curriculum stated in Criteria Two, Educational Purpose.
- Sign and date Section 5

WHEN TO SUBMIT THE EDUCATION AND GROUP RESERVATION REQUEST FORM

A limited number of reservations are approved per day. Reservation requests are encouraged to be submitted at least 14 days ahead of the field trip date to allow the park sufficient time for processing. Reservation requests will not be accepted for dates more than a year out. **If a request for an Academic Fee Waiver is included, then the form and supporting documentation must be submitted at least 30 days in advance of the planned visit date.**

HOW TO SUBMIT THE EDUCATION AND GROUP RESERVATION REQUEST FORM

Completed forms should be emailed to FOSU_Information@nps.gov.



EDUCATION RESERVATION REQUEST FORM



SECTION 1: Contact Information (Required)
School/Organization Name
Name of Requester
Title/Position (optional)
School Contact Email Address
School Contact Phone Number
School Mailing Address
City
State
Zip Code
Does anyone in your classroom need any accommodations? Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe need:

SECTION 2: Group Details – Park Visit/ Field Trip
Day of Event – Name of Primary Contact
Title/Position
Primary Contact School Email Address
Primary Contact Phone Number
Program or Subject Requested/Self-Guided

Grade	Number of Students	Number of Chaperones
Preferred Date of Visit	Preferred Program Start Time	Alternative Date(s)
Anticipated Arrival Time	Anticipated Departure Time	Mode of Transportation

Disclaimer: A park representative will follow-up to confirm group details once this request has been received and reviewed.

SECTION 3: Group Details – Ranger-in-classroom Program
Day of Event – Name of Primary Contact
Title/Position
Primary Contact School Email Address
Primary Contact Phone Number
Program or Subject Requested
How much time will the ranger have to conduct the program?

Grade	Number of Students	Number of Chaperones
Preferred Date of Program	Preferred Program Start Time	Alternative Date(s)

Disclaimer: A park representative will follow-up to confirm group details once this request has been received and reviewed.

SECTION 4: Group Details – Virtual/Distance Learning Program
Day of Event – Name of Primary Contact
Title/Position
Primary Contact School Email Address
Primary Contact Phone Number
Program or Subject Requested

Grade	Number of Students
Preferred Date of Program	Alternative Date(s)
Preferred Program Start Time	Time Zone of Classroom

How much time will the ranger have to conduct the program?

Virtual and/or Distance Learning can vary depending on the technical capabilities of the park and the school. In order to find appropriate accommodations for your learning experience, here are some categories to be prepared to discuss with the park:

- (1) Internet Access
- (2) Phone Access (speaker phone or conference line)
- (3) Mobile or digital video conferencing capabilities
- (4) Firewall
- (5) Hardware and Software Capabilities
- (6) Classroom pre-work or assignments

SECTION 5: Academic Fee Waiver

Only groups of students 16 years of age or older visiting a park that collects entrance fees require an Academic Fee Waiver.

CERTIFICATION

Academic fee waivers are not granted automatically. Applicant groups must show they qualify for the waiver. There are three criteria the group must meet to qualify for an academic fee waiver: eligibility, relevance of park resources or facilities to academic program, and academic purpose. Details of these qualifications are listed below. If your institution and purpose meet these criteria, submit the following form to the above address.

Criteria One – Eligibility: Describe below and/or attach current official recognition or accreditation as an educational institution by a federal, state, or local government or other documentation attesting to educational status, such as an accreditation letter, educational tax-exempt letter.

Criteria Two – Educational Purpose: Verify how this visit supports a specific curriculum for which academic credit is offered. For example, attach a course syllabus/description, course catalog, lesson plan, letter detailing the educational purpose, etc., and/or describe below.

Criteria Three – Relevance of Park Resources or Facilities: Identify the pertinent park resources and/or facilities and detail how they are relevant to support the educational purpose of the visit (attach letter or describe below):

Acknowledgement: I understand the Recreation Fee Authority (16 USC 6802 Sections 3 a and b) allows for fee waivers only for bona fide educational and/or scientific institutions that are using the park for educational purposes. I hereby certify that the above detailed trip meets these requirements and therefore request that fees be waived. Current official documentation of recognition of affiliation as an educational institution by a Federal, State or local government entity, or other evidence attesting to educational status is attached (e. g accreditation letter, educational tax- exempt letter). It is insufficient to merely state or imply this on official letterhead.

Authorized Name	Title
Authorized Signature	Date

NOTICES

PRIVACY ACT STATEMENT

Authority: Public Law 114 – 289 National Park Service Centennial Act and 54 U.S.C. 100701 Protection, interpretation, and research in System.

Purpose: To administer education programs for education audiences including but not limited to school groups, scouting groups, extracurricular groups, and home school groups.

Routine Uses: To effectively manage requests for education received by the NPS, the Education Reservation Request Form is used to collect basic education reservation information to facilitate operational aspects of scheduling groups for park education programs, including in-park education programs, ranger in classroom programs, and/or online distance learning programs.

Disclosure: Voluntary, however, failure to provide the requested information may impede the ability to grant your education reservation request.

PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide park managers and educators the information needed to schedule and conduct education program activities. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned control number 1024-0288

ESTIMATED BURDEN STATEMENT

Public reporting for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive, Fort Collins, CO 80525. Do not send your completed form to this address.