The ___________________ School principal/head master must discuss the following information with the Buildings & Maintenance Department office of the ________________ School System at least four weeks prior to the Outdoor Classroom Day event to get approval for the outdoor classroom site and the outdoor learning stations project(s) listed below that require digging and may expose utility lines.

I. On ____________ , 2011, _______________________ School will work in partnership with the Alabama Outdoor Classroom (AOC) program partners including the Alabama Wildlife Federation (and ___________________) to install the following outdoor learning stations that will require digging (check those that apply to your event):

- [ ] Fish Pond - ________ ft wide/ ________ ft long / ________ inches deep
- [ ] Turtle Pond - ________ ft wide/ ________ ft long / ________ inches deep
- [ ] Frog Pond - ________ ft wide/ ________ ft long / ________ inches deep
- [ ] Bog Garden - ________ ft wide/ ________ ft long / ________ inches deep
- [ ] Rain Garden - ________ ft wide/ ________ ft long / ________ inches deep
- [ ] Dry Creek Streambed - ________ ft wide/ ________ ft long / ________ inches deep
- [ ] Trees - _____ # of trees including (list of species) ____________________, ____________________, ____________________, ____________________, ____________________, and ____________________
- [ ] Bushes - _____ # of trees including (list of species) ____________________, ____________________, ____________________, ____________________, ____________________, and ____________________
- [ ] Other - ______________________________________________________________________

II. The AOC partners along with _____________________ School students, faculty and volunteers will be digging in the proposed outdoor classroom area to install the learning stations listed above. To ensure everyone’s safety and the sustainability of the outdoor classroom area, a representative from the Buildings & Maintenance office must review the outdoor classroom area(s) where these project(s) will be built with the school’s principal and/or outdoor classroom coordinator to confirm that there are no underground utilities including gas, electricity, water, sewer, phone, cable, and/or sprinkler lines in the proposed outdoor classroom area.

III. Also, a representative from the Buildings & Maintenance office must return to the school to mark any and all underground utility lines found in the outdoor classroom site (including gas, electricity, water, sewer, phone, cable, and sprinklers) with spray paint within 3-5 days of the Outdoor Classroom Day (between ________________, 2011, and ________________, 2011).
IV. In addition, the Buildings & Maintenance office must confirm that the proposed outdoor classroom location is not prone to flooding; OR if it is, remedies such as dry creek streambed(s) and/or French drain(s) will be installed.

V. If an outdoor 110v GFCI electrical outlet is required in the outdoor classroom area (such as electricity for a pond pump), a representative from the Buildings & Maintenance office must install the outdoor 110v GFCI electrical outlet with an all-weather cover upon completion of the outdoor learning stations’ construction. The outlet must be installed after the outdoor classroom construction to ensure the proper placement of the outlet (since learning stations may have to shift by a few feet one direction or the other during the construction phase), and to ensure the safety of the students and volunteers (to avoid the possibility of a student or volunteer hitting an underground electrical line while digging).

VI. Lastly, the Buildings & Maintenance Supervisor or a representative from the Buildings & Maintenance Department for the _________________ School System must sign this Approval Form (below) at least four weeks prior to the Outdoor Classroom Day date to confirm that he/she has read and reviewed this form, has reviewed the proposed location(s) for the outdoor classroom learning station(s), and approves the construction of these learning station(s) being carried out in the proposed outdoor classroom location.

Name: (Please print) ___________________________ Title: ___________________________

Signature: ___________________________ Date: ___________________________

*This form must be signed and faxed to the Alabama Wildlife Federation at (334) 285-4959 at least four weeks prior to the Outdoor Classroom Day date.