



Selma-Kingsburg-Fowler County Sanitation District
11301 E. Conejo Ave., Kingsburg, CA 93631
(559) 897-6500; www.skfcsd.org

Tour Request Form

Plant tours are provided to schools, local and non-local residents, and community organizations. It is our goal to provide plant tours in a safe, knowledgeable, and friendly manner. Tour routes may include ramps and stairs. If these and walking continuously for more than 45 minutes may be an issue for participants, please notify District staff at the time the request is made. We request a 2-week minimum notice for plant tours.

District Contact Person: Alicia Kirk

Phone #: (559) 897-6500 ext. 213 Fax#: (559) 897-1985 E-mail: akirk@skfcsd.org

Tour Location: SKF School site Other: _____

Purpose of Tour: Treatment Process Laboratory Other: _____

Tour Date & Time Requested: _____

School/Group Name(s): _____

Tour Group Contact Person: _____

Phone #: _____ Fax#: _____

E-mail: _____

Grade(s) &/or Age(s):

Required Student to Adult Ratio

5th – 12th Grade (11-18 years)

1 chaperone for every 15 students

College

None

Adults

None

Group Size = # students + # chaperones _____ = Total _____

Any physical or other limitations that staff should be made aware of? _____

Completed by District Staff

Tour is approved for the date and time requested: Yes No _____

Tour is approved for the following alternative date and time: _____

Slide tour presentation scheduled instead: Yes No for _____ (date)

Signed by District Staff (name): _____ on _____ (date)



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General Guidelines for Tours

The following information provides a general overview to help you in preparing for your tour. Included are the site address, contact phone numbers, and suggestions for what to wear on tour day. **We suggest that prior to the tour date, you share this information with the parents of student visitors and any chaperones who will be accompanying the students on the tour.**

We request a minimum 2-week notice for all plant tours. Please feel free to call the contact person listed below for further information.

Contact Person: Tour Coordinator Alicia Kirk
District Address: 11301 E. Conejo Ave., Kingsburg, CA 93631
District Telephone: (559) 897-6500 ext. 213

This is an outdoor walking tour that will include walking up and down ramps and stairs, and long flat stretches of walkway. We will stay clear of areas onsite that are under construction and/or contain hazards; however, daily operations will continue to be performed throughout the tour. For these reasons, please adhere to the following:

Tour Rules:

1. No food, drinks, candy or gum allowed.
2. Running and horseplay are not allowed.
3. Comfortable shoes for walking should be worn. NO sandals, high heels or open-toed shoes.
4. Sticks and things on the ground must not be picked up, kicked or thrown.
5. No climbing on, hanging over, or touching the guardrails.
6. Stay with your assigned tour guide, teacher and/or chaperone at all times.
7. Stay out of all barricaded and/or construction areas.
8. Tour guides, teachers, and/or chaperones must be told immediately if someone is:
 - Hurt
 - Feels sick
 - Becomes frightened or
 - There is a problem

9. Tour participants will have a chance to clean their hands after the tour.

WARNING: Tour participants not following these rules will be escorted off of the tour and back to the administration building until the tour is over.

Teachers and Chaperones:

1. Teachers must bring a current list of the names of each student and teacher/chaperone attending the tour. A copy must be provided to District staff.
2. Each teacher/chaperone must have a list of the names of the students in their group.
3. Upon arrival at the District administration building, teachers, chaperones and students may disembark and head to the left of the sliding glass doors towards the Boardroom.
4. Teachers/chaperones must take a head count of the students in their group:
 - at the beginning of the tour
 - keep track of the group during the tour
 - at the end of the tour

District staff must be notified when the final headcount is completed and that all students have been accounted for.

5. Emergencies/Unusual Situations: If at any time during the tour an emergency or unusual situation develops, teachers, chaperones, and students must follow the directions of the District staff leading the tour. Tour groups may be escorted back to the administration building and/or evacuated from the site depending on the situation.