



Denver Critter Crate Request Form

Take a Field Trip Without Leaving the Classroom!

Critter Crates are available to educators for check-out, **free of charge!** These teaching kits make it easy to lead successful and fun wildlife lessons. Resources include hands-on wildlife artifacts, field gear, audio-visuals, kid's books, background information and more.

- Colorado Parks and Wildlife requires at least 2 weeks advance notice for critter crate requests. Requests received with less than 2 weeks' notice may not be accommodated. *Please sign-up early!*
- The maximum number of crates that you can request at a time is 3. We cannot guarantee crate availability for your requested dates.
- Crate requests must begin and end on a Tuesday, Wednesday or Thursday. Pick up and drop off is between the hours of 8:00 am to 4:30 pm at both offices and we request you provide a 2 hour window.
- Please plan to pick up AND drop off your crates on the pre-arranged day and time. **You must receive and return the crates to a Colorado Parks and Wildlife employee. Crates must not be left unattended outside the building.** The Northeast Region Office in Denver is open daily Monday - Friday, closed weekends and Holidays.
- Your request must be confirmed before you can pick-up materials - **please be sure you receive a confirmation before traveling to the office for pick-up!**
- The normal loan period is two weeks; additional time can be requested but is not guaranteed.
- We request you to inventory the contents of kits and critter crates on receipt and before return. This will help ensure they remain intact for the next user.
- It is your responsibility to notify us *in advance* of any changes to your reservation or if you no longer need the crates.

To Request Kits and Critter Crates:

You may scan the request form and send it by e-mail to wildlife.crittercrate@state.co.us or send an e-mail including the information requested on the form. You may also fax the completed form to (303) 291-7114.

For more information, please call (303) 291-7828 and leave a message or e-mail wildlife.crittercrate@state.co.us. Please allow up to 72 hours for a response to your inquiry.

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****Please note we require at least two weeks advance notice when submitting a Critter Crate request. Requests must begin and end on a Tuesday, Wednesday, or Thursday and include your pick up time and drop off time.**

Date of Request				
Name				
School or Organization				
Street Address				
City, State, Zip				
Cell Phone		School Phone		
E-mail Address				
	<p>How will the Critter Crate(s) be used? What type of venue?</p> <p>How many students/participants will use the Critter Crate(s)?</p>			
<p>Kits and Critter Crates can be picked up and returned to Colorado Parks and Wildlife's Northeast Regional Office at 6060 Broadway, Denver 80216.</p>				
Comments or Special Requests				
Kit or Critter Crate Name	Pick Up Date Tues, Wed, Thurs Only	Pick Up Time 2 hr window Between 8-4:30	Return Date Tues, Wed, Thurs Only	Drop Off Time 2 hr window Between 8-4:30
<i>For Office Use Only</i>				
Crate Reserved?	YES	NO	Confirmation Date _____	