



Fort Collins 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 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 and Thursday and include a pick up time and a drop off time. We request you provide a 2 hour window for pick up and drop off between the hours of 8:00 am to 4:30 pm
- Please plan to pick up AND drop off your crates on the pre-arranged days. The Fort Collins Office 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.
- **Fort Collins crates are NOT available for check-out from June - August.**

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.

Fort Collins Critter Crate Request Form

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.

****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 Fort Collins Office at 317 W Prospect Rd., Ft. Collins 80526</p>				
Comments, or Special Requests				
Kit or Critter Crate	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 _____	