



Conservation Education Outreach Program – FAQs

What is an outreach program?

An outreach program is an educational, interactive program that brings a small part of the Zoo to you! We provide programming for anyone (ages 3 and up), including schools, libraries, senior groups, scout groups, memory care programs, day cares and numerous other community organizations. Our focus is on conservation education rather than performance; we aim to provide valuable and engaging learning experiences rather than putting on a show.

How far will you travel?

We will travel within a 45-mile radius of the Zoo, with no additional costs. If we travel further than 45-miles there will be an additional per mile charge. We typically stay within a 75-mile radius of the Zoo. If you are outside that radius, please contact us at outreachrequests@stlzoo.org to discuss.

What group sizes can be accommodated?

To provide high quality and engaging programs, within our program supplies per group, we can accommodate group sizes of up to 30 individuals (participants and chaperones/staff) per program. We can book multiple programs, either back-to-back or concurrently (depending on availability) to accommodate multiple groups of 30. If you have a larger group size, please reach out to outreachrequests@stlzoo.org to discuss.

Are live animals part of your programs?

Live animals are not part of our programs. We will bring appropriate biofacts (skulls, fur, feathers, etc.) for the program booked, as well as share stories and details of our Zoo animals. Depending upon the age group, we may provide videos, pictures, activity stations and more.

When the Zoo comes to my location, what do I need to provide?

- An indoor program presentation space, big enough to accommodate the maximum group size of 30 (an exception is a community “come and go” booth, which can take place outdoors)
 - For Adult Outreach Programs, a large screen to share video and pictures is needed. The Zoo will provide the laptop, projector (if needed), and cables.
- An authorized organizational representative must be present at *each* program location to assist with classroom management, including bathroom breaks (as needed), adherence to any organizational policies, and any emergency situation needs.

How do I request a program?

To begin, complete the online [program inquiry form](#). This is required for all programs, as it provides us with relevant information needed to check the program calendar. Dates are booked on a first-come, first-served basis and the request form tracks submissions in the order of receipt, in case of date conflicts.

Once the form is received, the Outreach Administrative Assistant will contact the contact person provided to confirm or offer date alternatives and answer any questions. If the request is unclear, the Administrative Assistant will work with the contact to clarify needs within the Zoo’s guidelines.

Once details are confirmed, an invoice will be generated and sent, along with a “pre-program prep form” link. This prep form takes about 5 minutes to complete and helps our team prepare to deliver your program(s) by asking questions about parking, tech capabilities, if/how many stairs we will need to navigate, if you have any program participants who might need specific accommodations, who is the contact person the day of the program, etc.

Once the invoice is paid, your program will be confirmed. The Zoo outreach educator will arrive at your site approximately 10-15 minutes prior to your program start time to set up and be ready to go at your requested start time!

How far in advance do I need to request programs?

Our programs are in high demand and book quickly, so to book your preferred date, we recommend booking as far in advance as you can. Dates are booked on a first-come, first-served basis. An invoice will be sent promptly upon confirming mutual dates and times.

Per our finance policies, if you need to pay by check, a minimum of two months' booking notice is required and the full amount for all programs is due within 30 days of the invoice being sent. If paying with a credit card, then one month's booking notice is required, and full credit card payment will be required within 48 hours of the invoice being sent.

What are the costs associated with programs?

Please click [here](#) to see our program prices. Locations within the Zoo-Museum District (St Louis City and County) do receive a discount on programs.

Program locations outside of a 45-mile radius will incur additional mileage fees. Programs scheduled to begin 5:00 pm or later will incur additional per program fees. If your organization originates and requires the Zoo to sign a contract or other legally binding document, a 20% Contract Consultation Fee will be added to the total cost of your Zoo programs.

All program fees are required to be paid prior to the programming taking place. Failure to provide payment will result in your program being canceled.