MEMORANDUM

Date: 11/24/09

To: Ms. Jean McCutchen

From: Tom Waters

Subject: Watercraft Field Trip Guidelines

The following entities have been approved for field trips involving watercraft over 25 feet in length:

Blakely Historical Park
Dauphin Island Sea Lab
Action Outdoor Entertainment
Weeks Bay Reserve

The following procedures are required for field trips involving watercraft over twenty-five feet in length that are not already on the list of approved operators.

Obtain the following documentation from the watercraft owner:

1. Copy of U.S Coast Guard vessel inspections
2. Copy of current captain(s) license
3. Certificate(s) of Insurance naming the Baldwin County Board of Education as an additional insured with at least One Million Dollars of General Liability Coverage
4. Copy of Current Business License

Submit the above information to Business and Finance for review and approval. If approved, the provider would be notified and their name added to the approved list.