

# FLATHEAD AUDUBON EDUCATIONAL TRUNKS

## Checkout Procedures

### Reservations and Checkout:

**BEFORE** you take a trunk please do the following:

- #1. Make a trunk reservation online at [flatheadaudubon.org](http://flatheadaudubon.org) > [Lifelong Learning](#) > [Educational Trunks](#) > click on [trunk](#) you would like to reserve.
- #2. Click the dates on the calendar you would like to reserve, and fill in the trunk reservation form.
- #3. Call Lone Pine State Park (406-755-2706) to arrange a time to pick up the trunk. **Note: Lone Pine Visitor Center is CLOSED on Mondays and Tuesdays, but there is often someone there to help with a trunk pick-up or return.**
- #4. Come pick up your trunk at Lone Pine, entrance road across from Foy's Lake on Foy's Lake Road, west of Kalispell. The Visitor Center is at the end of Lone Pine Road. Have fun with it!
- #5. Unless prearranged due to special circumstances, the trunks should be checked out for one week.

**Please** make sure to return your trunk on time - someone else may be waiting for it. If you would like to extend your time – or for any other questions – check the calendar where you originally reserved the trunk, and add the days needed if no one else has that trunk reserved. Email the Flathead Audubon Conservation Educator, at [auduboneducator@gmail.com](mailto:auduboneducator@gmail.com) if you are having difficulties.

### Returning the Trunk:

**BEFORE** you return a trunk please do the following:

- #1. Inventory your trunk & make sure EVERYTHING is there. There is usually a content list somewhere in the trunk.
- #2. **Please fill out the Trunk Return Form** (enclosed in the activity binder) and return it to the envelope on the bulletin board at Lone Pine.
- #3. If there is a problem (something is broken or missing) please let Audubon know so that it can be fixed before the next person checks the trunk out.

### Other Important Information

- Spring (March-June) is an extremely busy time for the Audubon Trunks and Naturalist programs. Please schedule ahead (by early February) if you need a trunk or a program in the spring, and return promptly.
- Audubon is funded entirely through grants. We use the information on your **Trunk Return Form** to document how many people use our trunks and programs *and how they are used*. Without this information we cannot write compelling grants and continue to be funded. Without knowing what inside the trunks is being used, we cannot design new trunks that you will like and use! *Please* fill it out. **It is important!!!**