



## Field Trip Request Form

**(THIS IS NOT A CONFIRMATION OF YOUR FIELD TRIP!)**

Return this form to the museum as soon as possible; April and May dates tend to fill up quickly. We cannot hold dates until we have received this form. Once a request has been made, we will call or e-mail the contact person listed within 3 business days. A

Confirmation Packet will be sent after we have contacted you. **Your visit is not confirmed until you have received confirmation packet from our Field Trip Coordinator.** Field Trip reservations are made on a first-come, first-serve basis and are filled based on space and availability.

Contact Name: \_\_\_\_\_

Name of Lead Contact the Day of Field Trip: \_\_\_\_\_

Name of School/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Method of Contact:  Phone  Email Best Time to Call: \_\_\_\_\_

How would you like us to send your Confirmation Packet?  Snail Mail  E-mail

Grade of Students Visiting: \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Chaperones: \_\_\_\_\_ # of Teachers: \_\_\_\_\_

**Students and chaperones must be paid for in one (1) transaction.**

Special needs (please specify): \_\_\_\_\_

How will you be arriving? # of Buses: \_\_\_\_\_ or Other: \_\_\_\_\_

Type of Bus (for parking purposes):  Standard School Bus  Mini Bus  Charter Bus

### Date of Visit

Field trips can be held Tuesday – Friday between the hours of 10 a.m. and 3 p.m. Field Trips are two hours long. If your group is eating lunch in the museum, we will add an extra half hour to your stay. Please list your top three date choices on the lines provided and your top three times by marking your first choice as a 1, second as a 2 and third as a 3 in the boxes below. Assignments are made based on availability.

**Top 3 Date Choices:** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Times are Eastern Standard Time

10A-12P	10:30A-12:30P	11A-1P	11:30A-1:30P	12P-2P	12:30P-2:30P	1P-3P

### Lunch

There are two lunch options for your students. Please check one:

\_\_\_\_\_ We will not eat lunch at the museum (no charge - \$5 admission).

\_\_\_\_\_ We would like to bring sack lunches and reserve a room for our group to eat in (+ \$1 per person = \$6 total with admission).

\*\*Lunch space and time will be determined by museum staff and are non-negotiable\*\*

# Terre Haute Children's Museum Field Trip Policies

**Please review and initial the policies and guidelines below.**  
**Request forms that have not been initialed will not be scheduled.**

- \_\_\_ There is a required 5:1 adult to child ratio when visiting the museum.
- \_\_\_ The Terre Haute Children's Museum does not accept memberships, admission tickets or discounts during field trips.
- \_\_\_ Chaperones are required to be on the Chaperone List in order to receive a \$3 admission. This list will need to be provided to the museum prior to your trip. Chaperones not on the list will be charged a regular admission fee of \$8
- \_\_\_ Chaperones must stay with their assigned children and are responsible for their group's behavior.
- \_\_\_ Cancellations must be made before 9AM the day of your trip. If you do not notify us of your cancellation, a \$25 cancellation fee will be charged to your school.
- \_\_\_ If your group does not abide by our field trip policies, a phone call will be made to your administrator and you may be asked to leave the building.

## Payment /Billing

For the quickest and easiest check-in, the museum can invoice your school. Alternatively, payment may be made in a single transaction by cash, check or credit card on the day of your visit. Please make checks payable to the Terre Haute Children's Museum. Individual purchases will be processed at full price. Terre Haute Children's Museum memberships, discounts and free admission passes are not valid for school group admissions.

- We would like to pay upon arrival.

Please pay for your field trip after your group orientation. We accept admission payment by check, Visa/MC/Discover or cash transaction. *Please note that we will need to know final count of children by the end of the business day on the day before your trip.* **We do not offer refunds or balance due adjustments for absent children.**

- We would like to be invoiced.

Number of children will be confirmed the day of the trip. The museum will invoice the school after your visit.

**I have read and understand all policies and procedures listed above:**

**Signed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**To request a visit, return this form to Tess Jacks-Grindle at:**

**E-mail:** [tjacks@terrehautechildrensmuseum.com](mailto:tjacks@terrehautechildrensmuseum.com)

**Fax:** 812.238.1680 • **Phone:** 812.235.5548 ext. 13

**Address:** 727 Wabash Ave. Terre Haute, IN 47807

### For Museum Use Only

Field Trip Date: \_\_\_\_\_ Time: \_\_\_\_\_ Lunch Room Assigned: \_\_\_\_\_ Lunch Room Time(s): \_\_\_\_\_

Confirmation Packet Sent On: \_\_\_\_\_ Entered into Master Calendar: \_\_\_\_\_

# of Children: \_\_\_\_\_ Cost per child: \_\_\_\_\_ # of adults: \_\_\_\_\_ Cost per adult: \_\_\_\_\_ Total Due to Museum: \_\_\_\_\_

Invoiced on \_\_\_\_\_ Rec'd Payment on \_\_\_\_\_ Via  Cash  Check  Credit Card