



(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 9 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

9A-11A	9:30A-11:30A	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 - \$6 admission).

_____ We would like to bring sack lunches and reserve a room for our group to eat in (+ \$1 per person = \$7 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

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