



# Field Trip Request Form

To schedule your field trip, please complete this form and submit it to the Museum via email.

## About Your Group:

School Name: \_\_\_\_\_

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

Your Name: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Your E-mail Address: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Teachers: \_\_\_\_\_

Student Grade Level(s): \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

## Please identify any special accommodation your group might need:

- Special Education
- Physical Disabilities
- ESL
- Other (please specify): \_\_\_\_\_

## Field Trip Information:

Group Size: Minimum 6 students, maximum 110 students.

Divide students into small groups of 16-18 students before arrival if your group is larger than 18 students.

Late arrivals are subject to shortened program or cancellation

## Where did you hear about Wenatchee Valley Museum field trips?

- Museum
- Friend
- Ad
- Email
- Google
- Other

## Step 1: Select Field Trip

- Youth on the Columbia: Choose one below
  - Native American (3rd Grade)
  - Explorer (4th Grade)
  - Water Ways (5th Grade)
- My Sky Tours
- Pioneer Life (1st Grade)
- Ice Age Adventures (2nd Grade)
- Guided Museum Tours: Choose one below
  - Wenatchee Pioneer Life
  - First Peoples
  - Washington State History

## Step 2: List choice dates for visit

Date of visit: (available Tuesday - Friday) If your requested date is not available, you may be booked in your next preferred slot.

1st choice: Date of visit: \_\_\_\_\_ 2nd Choice: Date of visit: \_\_\_\_\_ 3rd Choice: Date of visit: \_\_\_\_\_

Step 3: Visit our Museum Store: Would you like time to shop the Museum Store?  Yes  No

Step 4: Submit Field Trip Request: Phone: (509)888-6240 or Email: [aholman@wvmcc.org](mailto:aholman@wvmcc.org)

Reservations are not confirmed until you receive our confirmation letter that will indicate any fees associated with your visit. Full payment is due upon arrival. For rescheduling, cancellations or changes in final count you must contact us at least 5 business days BEFORE your program.

Office use only:
<input type="checkbox"/> Altru
<input type="checkbox"/> Invoice/date
<input type="checkbox"/> Date confirmed
<input type="checkbox"/> Program info letter sent