

# Field Trip Request Form

Thank you for your interest in Watkins Museum field trips. Please fill out the form and send to Education Coordinator Cherrie Preut at [cpreut@watkinsmuseum.org](mailto:cpreut@watkinsmuseum.org)

After you send this form, you will receive an email from Cherrie Preut to let you know that your request has been received and whether we can schedule your field trip.

Teacher Name \_\_\_\_\_

Teacher Email \_\_\_\_\_

Grade Level \_\_\_\_\_

Number of Students \_\_\_\_\_

Number of Adults \_\_\_\_\_ Include all adults: teachers, parent chaperones, bus drivers, etc. To better meet your needs and those of the museum, this information is important and appreciated. We recommend a 1-5 ratio for PK- elementary students, 1-8 ratio for middle school students and 1-15 for high school students.

Teacher Phone Number \_\_\_\_\_

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

School Address \_\_\_\_\_

School Phone Number \_\_\_\_\_

Type of School:

Public

Private

Higher Education

Homeschool

Other

The museum is open Tuesday through Saturday, 10:00-4:00. In some circumstances a walking tour may be possible on Mondays.

First Choice Date \_\_\_\_\_ Amount of Time Available for Tour \_\_\_\_\_

Second Choice Date \_\_\_\_\_ Amount of Time Available for Tour \_\_\_\_\_

Would you prefer to visit in the morning or afternoon? \_\_\_\_\_

Please give a brief description of what your group has been studying or what you are specifically interested in. \_\_\_\_\_

\_\_\_\_\_