

School Field Trip FAQs



**WESTERN
SPIRIT**
SCOTTSDALE'S
MUSEUM
OF THE WEST



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How do I schedule a field trip to Western Spirit: Scottsdale's Museum of the West? Complete and submit our [Field Trip Request Form](#) to reserve a date for your visit. The downloadable form is available at <https://westernspirit.org/wp-content/uploads/2023/10/Field-Trip-Request-Form-10.2023-3.pdf>. Completed forms should be returned to the *Education Coordinator*, Laurel Harvey, at lh Harvey@westernspirit.org. You will receive an email confirmation with important information about your visit within five (5) business days. Reservations are not final until you have received this confirmation.

How do I apply for supplemental funding as a Title 1 school? The museum offers free admission and/or supplemental transportation funding to Title 1 schools based on eligibility. Interested schools should complete and submit the [Title 1 Field Trip Application Form](#), available for download at <https://westernspirit.org/wp-content/uploads/2023/10/Title-1-Field-Trip-Application-10.2023.pdf>. Completed forms should be returned to lh Harvey@westernspirit.org. You will receive an email confirmation with important information about your visit within five (5) business days that includes the approved amount of supplemental funding available for your group. Reservations and funding are not final until you have received this confirmation.

Where is the museum located? The museum is located in Old Town Scottsdale, two blocks south of Indian School Road and one block west of Scottsdale Road at 3830 N. Marshall Way, Scottsdale, AZ 85251. Our main phone number is (480) 686-9539.

How far in advance should I make my reservation? Advance reservations are required for all school groups visiting the museum. Please reserve your field trip at least two weeks in advance.

When can I schedule a visit for my class? School group visits are scheduled Tuesday through Friday and typically run from 9:45 a.m. to around 12:30 p.m. If you need to schedule outside these regular school tour hours, please communicate your preferences to the Education Coordinator when submitting a Field Trip Request Form.

Is there a limit to the group size? To provide the best experience, we limit groups to a maximum of 100 students for each tour. If your expected group exceeds this size, please communicate with the Education Coordinator to determine if accommodations can be made.

Do I need to arrange to have additional adults accompany my class as chaperones? Our designated ratio requirements are one adult for every five students (1:5) in grades K-8, and one adult for every ten students (1:10) in grades 9-12.

What are the costs for a field trip? We offer a discounted rate for school tours of \$7 per student; there is no charge for adult chaperones within the designated ratios. The rate for additional adults/chaperones above the designated ratios is \$10 per person. Bus drivers are admitted at no charge. Title 1 schools should inquire about supplemental funding availability for admission and transportation. Membership and other discounts are not applicable to school tour admission.

How can teachers and educators preview the museum? We encourage teachers and educators to visit the museum at no charge to preview and prepare for scheduled school tours. Please identify yourself as an educator with an upcoming field trip upon arrival, no advance arrangements are required. You can request to speak with Laurel Harvey, the Education Coordinator, to discuss details during this pre-visit.

How can we prepare our students for their visit? We have several in-classroom resources available for pre- and post-visit activities, including lesson plans and a Museum Manners presentation. To ensure that all visitors enjoy the museum, we ask that students and chaperones follow the instructions of our security staff while in the galleries. We reserve the right to refuse or dismiss any group for misconduct.

If our group includes children with special needs, should we use the Field Trip forms? Yes, we welcome children of all abilities. There is space included on our forms for you to indicate any special needs that we should be aware of regarding your visit. We are also available to discuss specific requirements or concerns to provide the best possible experience for your visit.

Is there a place for our group to eat lunch at the museum? School groups are welcome to enjoy their lunch outdoors on the museum's South Plaza. We occasionally have reserved space inside our theater area for lunches if needed. Bag lunches can be stored inside the museum while your group is in the galleries. Communicate your lunch preferences on the field trip request form or when coordinating your trip. Please note that the museum does *not* have its own restaurant or café inside.

Is there bus parking available at the museum? Generally, there is space for bus and van drop-off with free parking adjacent to the museum. We can provide your group with drop-off and parking information when your trip is confirmed if needed. We can cone-off a reserved space for larger groups or buses.

What type of access do school groups have during their visit? Our school visits generally include a rotation through a number of spaces and galleries. Installations, maintenance, and private events may result in restricted access, so we cannot guarantee access to all galleries at all times.

Can our group explore the museum galleries on our own? Groups are welcome to explore the rest of the museum *after their field trip activities have concluded for the day*. Please stay with your designated groups and museum volunteers during the entire duration of the scheduled field trip.

How do we make our payment? We accept credit cards, business checks, purchase orders, and cash. Districts are encouraged to pay via purchase order to receive an invoice. No refunds will be given for reduced attendance on the day of the visit for pre-written checks. There is no charge for bus drivers or chaperones within the designated ratio (1:5, 1 adult for every 5 students).

How do we reschedule or cancel a confirmed field trip to the museum? If you need to reschedule or cancel your reservation, please reply to your confirmation email as early as possible. If your trip needs to be rescheduled, we will do our best to accommodate your group contingent upon availability. You can reach out to our Education Coordinator, Laurel Harvey, directly at lh Harvey@westernspirit.org to plan new dates.

Who is the school trip contact person at the museum? Please reach out to Laurel Harvey, *Education Coordinator*, at lh Harvey@westernspirit.org or Wade Weber, *Director of Education*, at wweber@westernspirit.org with questions.

