

# Title 1 Field Trip Request Form

Name of School: \_\_\_\_\_ % Students eligible for free/reduced price lunch: \_\_\_\_\_

School District: \_\_\_\_\_ School Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

If we need to reach you by telephone, please identify the preferred number: (\_\_\_\_) \_\_\_\_\_

Names of Additional Teachers: \_\_\_\_\_

*Student ratio is one adult chaperone/teacher for every five students (1:5) for preschool, elementary, and middle school. The ratio for high school is one adult chaperone for every ten students (1:10). The maximum student group size is 100, with 20 teachers/chaperones encouraged. Regular tour days are Tuesday through Friday.*

**Requested Date:** Please note that regular scheduled school tours typically run from **9:45 a.m. to 12:30 p.m.** If you would like to schedule an arrival time other than **9:45 a.m.**, please communicate your preferences below.

Field Trip Date 1<sup>st</sup> Choice: \_\_\_\_\_ Field Trip Date 2<sup>nd</sup> Choice: \_\_\_\_\_

Grade Level: \_\_\_\_\_ # of Students: \_\_\_\_\_ # Adult Chaperones within ratio: \_\_\_\_\_

(Optional) alternate arrival time request: \_\_\_\_\_

**Select Area of Study** (optional):

- ☐ An Introduction to the American West  
☐ Moments In Arizona History  
☐ Spanish and Mexican Influences in Arizona

- ☐ Sustainability  
☐ The Five Cs of Arizona  
☐ The Oregon Trail and Westward Expansion

**Requested Transportation Funds:** \$ \_\_\_\_\_ Applicants will receive notification of approved transportation funding pending application review.

**Method of Transportation:** # of Bus(es): \_\_\_\_\_ # of Van(s): \_\_\_\_\_

**Additional Adults/Chaperones\*** \_\_\_\_\_ @ \$10/person = \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

We accept cash, business checks, credit cards, and purchase orders. Districts are encouraged to pay via purchase order to receive an invoice. No refunds will be given for reduced attendance the day of visit on pre-written checks.

\*There is no charge for bus drivers or chaperones within the designated ratio.

Are there any special accommodations we should be aware of in advance of your visit, such as disabilities or non-English speaking students? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Are you planning to bring & eat lunch on the museum grounds? (check one if known) Y ☐ N ☐

Would you like to request a technology-free field trip? (check one if known) Y ☐ N ☐

**Please return completed form to the Education Coordinator, Laurel Harvey, at [lh Harvey@westernspirit.org](mailto:lh Harvey@westernspirit.org). Questions? Please call (480) 530-3447.**