

FIELD TRIP RESERVATION REQUEST FORM

Please complete this form in order to request a time for a field trip. Required fields are starred.

***School Name:** _____

***Contact Name:** _____

***Address:** _____

***City:** _____ ***State:** _____ ***Zip:** _____ - _____

***Phone (Daytime):** _____ **Phone (Mobile):** _____

***Fax:** _____ ***Email:** _____

*Grade Level: 9th 12th
 10th Undergraduate
 11th

Special Needs: special education ESOL other special needs

*Please describe any special needs your group may require.

*Exhibit Emphasis: Earth Lab (for classes <36 students)
(choose one) Life Lab (for classes <36 students)
 General Museum Overview (for any size group)

*Number of students (minimum 12): _____ *Number of chaperones: _____

The museum requires one (1) chaperone for every ten (10) students. The museum does not offer facilitated field trips for less than 12 students.

Please list, in order of preference, the date and time your group would like to visit. Field trips are offered in both the morning and afternoon. Tuesdays are preferred because the museum is closed to the general public. Please note that the program will last approximately 2 hours.

***Date 1:** _____

***Date 2:** _____

***Times:** **AM Time:** _____

***Times:** **AM Time:** _____

PM Time: _____

PM Time: _____

*Name of person arriving with group (if different from contact): _____

*How will you be traveling to the museum? : School/Charter Bus
 Public bus
 Metro/Subway
 Car

If you would like to make your field trip visit part of a day trip to DC, please indicate your plan/itinerary below.

Payment Requirement: Complete payment is required to finalize your reservation when your group's tour date is confirmed.

To submit completed form:

Fax to: Field Trip Coordinator @ 202-334-1548

E-mail to: ksm@nas.edu

Mail to: Field Trip Coordinator
Marian Koshland Science Museum
500 Fifth Street, NW
Washington, DC 20001

You will be contacted within two (2) business days to confirm available dates.