

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):** _____

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

***Grade Level:**

<input type="checkbox"/> 6 th	<input type="checkbox"/> 9 th	<input type="checkbox"/> 12 th
<input type="checkbox"/> 7 th	<input type="checkbox"/> 10 th	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> 8 th	<input type="checkbox"/> 11 th	

***Special Needs:** special education ESOL other*

***Please describe any special needs your group may require.**

***Exhibit Emphasis:** Global Warming Facts & Our Future
 (choose one) Infectious Disease: Evolving Challenges to Human Health

How did you learn about the Koshland field trip program?

Website E-mail Department/School/District visit by Koshland representative
 NSTA conference VAST conference
 Other (please describe) _____

Please list, in order of preference, the date and time your group would like to visit. Field trips are offered any day during the week 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. You will be contacted within two (2) business days to confirm available dates.

The museum does not facilitate field trips for less than 12 students. If you have less than 12 students, please submit a [group visit request form](#).

***Date 1:** _____

***Date 2:** _____

***Times:** AM Time: _____

***Times:** AM Time: _____

PM Time: _____

PM Time: _____

MARIAN KOSHLAND
SCIENCE MUSEUM
OF THE NATIONAL ACADEMY OF SCIENCES
at 6th & E Streets, NW, Washington, DC

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

*Number of students (maximum 36): _____ *Number of chaperones: _____
The museum requires one (1) chaperone for every ten (10) students. Required chaperones are free; additional chaperones will be charged admission at the group rate.

*How will you be traveling to the museum? : Free bus transportation
 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: If the school is from outside the greater DC metropolitan area[^], full admission payment is required to finalize your reservation when your group's tour date is confirmed.

To submit completed form:

Fax to: Ashley Montgomery @ 202-334-1548

E-mail to: Amontgomery@nas.edu

Mail to: Ashley Montgomery
Marian Koshland Science Museum
500 Fifth Street, NW
Washington, DC 20001

[^]The greater DC metropolitan area is defined as Washington DC, Montgomery County MD, Prince George's County MD, Charles County MD, Arlington County VA, Alexandria VA, Fairfax County VA, Prince William County VA, Loudon County VA and all cities and towns within these counties.