



Scholarship Field Trip Reservation Packet

Please read carefully and complete each section. Completion of this form does not constitute a confirmed reservation. Scholarship field trips are currently **only offered on Tuesdays**.

Scholarship reservations must be made at least 6 weeks in advance and are scheduled on a first come, first served basis. Please contact fieldtrips@pretendcity.org for any questions or to confirm availability.

Organization and Contact Information

School/Organization Name: _____

School/Organization Address: _____

City: _____ Zip Code: _____ Organization Phone: _____

Primary Contact Name: _____ Title: _____

Primary Contact Phone: _____ Primary Contact E-mail: _____

Field Trip Request Information

Please indicate your preferred date(s) below: (Scholarship field trips are currently only offered on Tuesdays)

Choice #1 – Date: _____ Choice #2 – Date: _____ Choice #3 – Date: _____

of Children Attending*: _____ Age(s): _____ # of Chaperones Attending**: _____

of Classes Attending: _____ Grade(s) Attending: _____ ***Max 100 Total Guests**

****Chaperone Ratio Requirements:**

Minimum chaperones are required and are based off age of the youngest child

0 - 3 years old - 1 Adult for every 3 Children

4 - 7 years old - 1 Adult for every 5 Children

8+ years old - 1 Adult for every 8 Children

☐ Arriving by bus: # of buses: _____ ☐ Arriving by car/van: # of cars/vans: _____

Field Trip Program Information

Standard Itinerary: (Early arrivals will not be permitted entrance; times cannot be extended for late arrivals.)

9:45am – 10:00am	Arrival and Community Codes
10:00am – 12:00pm	Exploration & Play
12:00pm – 12:30pm	Lunch
12:30pm – 12:45pm	Departure

If you choose to bring lunches, we recommend you bring coolers to store items. A cart with your school / organization's name will be provided on arrival to transport and store your coolers during your visit. No food or beverages are allowed on the museum floor.



Field Trip Policies: By initialing each section you are agreeing to Pretend City's field trip policies. All sections must be completed or your request will be considered incomplete and will not be processed.

Booking Policy and Procedure

1. Fill out this packet in its entirety and submit with an official document on school or program letterhead attached which confirms the percentage of population on free or reduced lunch program signed by the principal.
2. Upon Pretend City's receipt of your completed Scholarship Reservation Request Packet and necessary documentation, we will contact you via e-mail to confirm that the date you requested was available and has been secured for your field trip.
3. We will send you a "Final Confirmation" email which will include your full itinerary, chaperone instructions, bus parking map, and helpful tips to plan your visit.

All applications must be received a minimum of 6 weeks prior to your anticipated visit.

Applications submitted without the aforementioned documents will not be reviewed.

Please Initial: _____

Eligibility Requirements

All schools and organizations must meet one or more of the following criteria to be eligible for consideration:

- Title 1 Schools with 75% or more children on the free or reduced lunch program.
- Preschool or Early Childhood Education Center on government assistance program.
- Community Organizations (such as group foster care agencies) who provide service to children ages birth through 8 years from underserved communities.

Please Initial: _____

Electronics Policy

Pretend City is a cell phone and electronics free facility. Please ensure all members of your field trip refrain from texting, calling, or using their phone as it distracts from ensuring the safety of children (pictures and videos with cell phones are permitted). Laptops and tablets are not allowed.

Please Initial: _____

Chaperone Policy

If the minimum number of chaperones **does not** attend with your field trip, Pretend City Children's Museum reserves the right to prohibit your group from visiting the museum. Attending chaperones must be *at least* 16 years old in order to accompany a group of students.

Please Initial: _____

I have read and understand Pretend City Children's Museum Field Trip policies and accept the terms of agreement as outlined herein.

Signature: _____ Printed Name: _____

Title: _____ Date: _____