

**2017/2018 Field Trip** and **Outreach Programming**

**Schedule Request Form**

Please fill out a separate form for each requested day/trip. Please type responses.

Completed forms can be sent to: **edu@ashevillescience.org**

Name of School:

Address of School:

Primary Contact/Teacher Name:

Primary Contact/Teacher E-mail:

Primary Contact/Teacher Phone:

Grade(s) to be served:

Total number of students expected/being served:

How many different classes does this number make up?

Number of accompanying teachers/staff\*:

Number of parent/non-staff chaperones\*:

Is this request for a Field Trip or for Outreach Programming?

Requested Month and Day of Week (Monday-Friday):

Requested Date (1st choice):

Requested Date (2nd choice):

Requested Date (3rd choice):

Requested program (Please use Program Code):

\*Requested 2nd program (Please use Program Code):

***\*2nd Program only currently possible for groups of less than 30, and not for all programs.***

Requested time for program to start:

*Please plan to arrive 15 minutes prior to program start-time. Most visits are 2-2.5 hours in length.*

Mode of transportation (Bus [#, size], Van, Walking, Parent cars,…):

Payment type preference (check, c.c., cash):

Will parent chaperones\* pay themselves, day-of, or be included on your invoice?

If outreach, describe space in which program will be held:

Do you have a need for a lunch space? Preferred Lunch Time?

Does your group have any special accessibility needs?

For our records, are you a Title 1 School?

Notes/Comments: