

Field Trip Information & Fax Sheet

Requests for all school field trip reservations are accepted on a first-come, first-served basis. All requests must be received two weeks in advance for self-guided and three weeks in advanced for guided tours. Incomplete forms will not be honored.

Type of tour and group size: The type of tour offered depends on the number of students and the grade level. Please refer the to **Group visits** page to determine type of tour that is appropriate for your group.

Adult Chaperones: One chaperone is required for every (10) students. For example, for a group of 100 students, 10 chaperones will be required in addition to the teachers in charge. A chaperone is an adult who is over the age of 18. For some guided tours the number of chaperones is limited due to space availability.

Helpful Hints when scheduling a tour:

- Tour Coordinator hours are Tuesday- Friday from 8:30-1:30pm.
- Review tour information closely and have information such as student/chaperone numbers, three date options and type of tour desired when calling the Tour Coordinator.
- E-mailing your information limits the number of phone calls you may have to make.
- Print and fax this form and the Tour Coordinator will call you as soon as possible.

School Information:

School Name: _____
School Mailing Address: _____
City: _____ State: _____
Zip: _____
School Phone: _____ Your extension: _____
Teacher Name: _____
Home/Cell phone: _____
E-mail (required for tour confirmation): _____
Number of Students: _____ Grade level: _____
Number of Chaperones: _____

Field Trip Type: Circle one

Teacher-led Tour

Guided Tour

Provide three possible dates/times in order of preference:

Date Time
1. _____ 2. _____
3. _____

Would like an additional live animal program: Yes or No

Natural History Presentations

Plan to picnic: Yes or No

Plan to visit the Museum Store: Yes or No

Would like Museum Store Gift Bags: Yes or No

We will e-mail you when we receive this form and let you know the dates that are available. If you need to cancel a tour please call 256-237-6766 as soon as possible.

Mail Completed Form To:

or

Fax To

Tour Coordinator
Anniston Museum of Natural History
P.O. Box 1587
Anniston, AL. 36202

Attention: Tour Coordinator
256-237-6776