

**Field Trip Request Form**

|  |  |
| --- | --- |
| Teacher’s Last Name | Teacher’s First Name |
| Teacher’s Contact Phone | Teacher’s Contact Email |
| School/Group Name Grade Level/ Age Group | |
| School Address | |
| **Teacher Name(s) for All Teacher(s) Attending for Gold Rush or Print Shop Program:** please include Miss, Ms., Mrs., Mr. | |

**Have you visited us before?** YesNo

**If no, how did you hear about our field trip opportunities?**

Word of MouthPublic Programs Brochure Personal Visit to the Museum Internet

If Internet, please specify where:

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**What Program(s) Would You Like To Schedule?**

**\*Please note, the program participation limits include students, teachers, and chaperones.\***

**Indoor Museum Programs (1 hour each) (Limit of 35 people)**

Gold Rush w/ Gold Panning **(1.5 hrs.)**  Museum Scavenger Hunt  Nisenan

Head West  Guided Museum Tour  May Woolsey

Historic Print Shop **(30 minutes)**  California’s Agriculture  Anchors Away

**Outdoor Museum Programs (1 hour each)**

Underground Tour (limit of 25 people)  The Gold Fever! Tour (limit of 25 people)

Old Sacramento Scavenger Hunt  Gold Panning **(30 minutes)**

**How many of each of the following will be attending?** (Minimum 1 adult per 8 students)

|  |  |  |
| --- | --- | --- |
| Students (Minimum 10 Students) | Teachers | Chaperones |
|  |  |  |

**Preferred Dates & Times For Program(s)**

**Programs available from 10AM-3:30PM**

|  |  |  |
| --- | --- | --- |
| ***1st Preference*** | ***2nd Preference*** | ***3rd Preference*** |
| Date | Date | Date |
| Time | Time | Time |

**Would You Like To Pre-Order Souvenirs For Your Students?**

Items available for pre-order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vial of Gold | Vial of Silver | Gold Globe | Pencil Sharpeners: 5 types | Collectable Gold Coins:  3 types |
| $3.80 | $3.80 | $6.51 | $3.99 | $4.99 |

Please select item you would like to pre order and the number you want to purchase

|  |  |
| --- | --- |
| Item | Total Number |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Notes or Comments?**

Please note that this is not a confirmation. This request form does not guarantee you the program, date or time requested above. Program is confirmed once you receive an invoice. A $50 deposit is required 2 weeks after you receive the invoice.

**CANCELATION POLICY**- We require a 1-week notice to cancel or reschedule programming. We will not issue a refund for cancelation less than 1 week from the original field trip date. If cancelation occurs less than 1 week before to a scheduled program, you must talk to someone from the education department to confirm your cancelation. **No Shows, No Calls will be charged the full balance in addition to the $50 late fee**.

Sacramento History Museum

ATTN: Education Department

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Sacramento, CA 95814

**Zoey Jennings**

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