

**Outreach Request Form**

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

|  |  |
| --- | --- |
| 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  |

**Outreach Programs (1 hour each)**

 [ ]  Gold Rush [ ]  Nisenan [ ]  Head West

 [ ]  May Woolsey [ ]  California’s Agriculture [ ]  Anchors Away

|  |  |
| --- | --- |
| How many classes? | Teachers |
|   |   |

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

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

 **Schedule for Presentation- please include your preferred schedule**

|  |  |
| --- | --- |
|  | **Times (all outreach programs are 1 hour long)** |
| **Presentation 1** |  |
| **Presentation 2** |  |
| **Presentation 3** |  |
| **Presentation 4** |  |

**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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