

**Virtual 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 | |

Have you visited us before?  Yes  No

If no, how did you hear about our field trip opportunities?  Word of Mouth  Public Programs Brochure

Personal Visit to the Museum  Internet If Internet, please specify where:   \_

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

**1-Hour Virtual Museum Programs (Limit of 35 screens per class)**

Gold Rush  Nisenan Heading West

Underground Tour  History Mystery (2 part program, please select 2 time slots)

**How many of each of the following will be attending?**

|  |  |  |
| --- | --- | --- |
| Students | Teachers | Classes (up to 35 screens) |
|  |  |  |

How many students will be attending? (minimum requirement of 10 students)

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

**Programs available on Monday, Wednesday, or Friday at 11AM& 1PM (unless otherwise discussed)**

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

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.

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

**Please return form to:**

**Zoey Jennings**

**(916) 808-6896**

[**zjennings@sachistorymuseum.org**](mailto:zjennings@cityofsacramento.org)

Fax (916) 808-5100

Address:

Sacramento History Museum

ATTN: Education Department

101 I Street

Sacramento, CA 95821