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**Virtual and Outreach Request Form**

|  |  |
| --- | --- |
| Teacher’s/ Organizer’s First Name | Teacher’s/ Organizer’s Last Name |
| Teacher’s/Organizer’s Contact Phone | Teacher’s/Organizer’s Contact Email |
| School/Group Name Grade Level | |
| School /Group Address | |
| **Teacher Name(s) for All Teacher(s) Attending for Gold Rush Program ONLY:** please include Miss, Ms., Mrs., Mr.  Click here to enter text. | |

**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?**

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

Gold Rush  Nisenan Heading West History Mystery

Underground Tour  Cemetery Tour

**1-Hour Outreach Program (Limit of 35 students per class) \* Contact us if looking for different program \***

Nisenan  History Mystery

**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 Program(s)**

**Programs available on Tuesday and Thursday (unless otherwise discussed)**

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

**Time-Traveler’s Tunk**

**Preferred Rental Date- 2 week intervals**

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

|  |  |
| --- | --- |
| Date and time to pick up the trunk? | Date:  Time: |
| Date & Time to drop off the trunk? | Date:  Time: |

**\*Pick up is scheduled before your 2-week rental begins and the drop off is scheduled after your rental is done. \***

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)