

**Virtual and Outreach Trip 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 Address  |
| **Teacher Name(s) for All Teacher(s) Attending for Gold Rush or Print Shop Program ONLY:** please include Miss, Ms., Mrs., Mr, Mx, etc  |

**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 [ ] Heading West

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

|  |  |  |
| --- | --- | --- |
| Students (Minimum 10 Students) | Teachers/ Staff/ Aides | Number of Screens (for virtual only) |
|   |   |   |

**Preferred Dates & Times for Program(s)-** Programs available from 10AM-3:30PM

|  |  |  |
| --- | --- | --- |
| ***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. Payment is required one week before program.

**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**.