



Field Trip Reservation Request

YOUR VISIT IS NOT GUARANTEED UNTIL PAYMENT IS MADE AND YOU RECEIVE CONFIRMATION.

FAX THIS COMPLETED FORM TO: 713-682-2539
 OR MAIL TO: 4501 WOODWAY DRIVE, HOUSTON, TX 77024
 FOR MORE INFORMATION: WWW.HOUSTONARBORETUM.ORG

Step 1: School Information

School Name: _____ Grade: _____ # of Classes: _____

School Address: _____ City: _____ State: TX Zip code: _____

School Telephone: _____ School Fax: _____

Contact name: _____ E-mail: _____

Financial Clerk name: _____ E-mail: _____

Home or Cell phone: _____ Today's Date: _____

Does your group have special needs?

Step 2: Select Date (September – May only)

Please select three dates in order of preference. Programs are scheduled Tuesday – Friday.

____/____/____ ____/____/____ ____/____/____
 1st Choice 2nd Choice 3rd Choice

Step 3: Select Program

- For full day programs (9:30 a.m. – 1:00 p.m.), please bring sack lunches. Lunch will be at approximately 11:00 – 11:30 a.m. •

Field Adventures

Guided Field Experience plus Discovery Room

• Min 20 students / Max 140 students, \$8* _____ (# of students)
 9:30 a.m. – 1:00 p.m.

Guided Field Experience

• Min 20 students / Max 70 students, \$6 _____ (# of students)
 9:30 – 11:00 a.m. 11:30 a.m. – 1:00 p.m.

Discovery Room Program

• Min 15 students / Max 70 students, \$6 _____ (# of students)

9:30 – 11:00 a.m.

11:30 a.m. – 1:00 p.m.

Special Program

- Min 20 students / Max 100 students, \$15/student
- **Earth Science** • **Weather** • **Custom** (circle one)

_____ (# of students)
 9:30 a.m. – 1:00 p.m.

Water Quality Monitoring Program (6th – 12th)

- Min 10 students / Max 40 students, \$10/student

_____ (# of students)
 9:30 a.m. – 11:30 a.m.

Step 4: Determine Fees Due

Description	Amount		Price	Cost
Educational Programing				
Field Adventures (Guided Field Experience plus Discovery Room)	_____	x	\$8.00	= \$ _____
Guided Field Experience only	_____	x	\$6.00	= \$ _____
Discovery Room Program only	_____	x	\$6.00	= \$ _____
Special Program	_____	x	\$15.00	= \$ _____
Water Quality Monitoring (6th – 12th only)	_____	x	\$10.00	= \$ _____
Free adults (chaperones/teachers) at 1:10 ratio	_____	x	\$0.00	= \$ _____
Paid adults (above the required chaperone ratio)	_____	x	\$7.00	= \$ _____

Method of Payment

_ Please charge to credit card number _____ Exp. date _____

_ Mailing a check

Step 5: Fax or Mail this form

Fax number: 713-682-2539 • Houston Arboretum & Nature Center, 4501 Woodway Drive, Houston, TX 77024

Step 6: Payment is due in full before requested date is confirmed! Accepted forms of payment are Organizational check, Visa, Master Card, American Express, and Discover. All checks must be made payable to Houston Arboretum & Nature Center. Late payment will result in the release of the requested trip date.

CANCELLATIONS: Program fees are non-refundable. Changes to enrollment after confirmation letter has been sent will result in a \$25 processing fee.

REGISTRATION QUESTIONS? E-mail cspade@houstonarboretum.org or call 713-366-0421.