



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

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

Free adults (chaperones/teachers) at 1:10 ratio _____ x \$0.00 = \$ _____

Paid adults (above the required chaperone ratio) _____ x \$7.00 = \$ _____

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 = \$ _____

Method of Payment

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

_ Mailing a check (Please note: payment is due 2 weeks from the date of acceptance. If given less than 2 months' notice, payment is due immediately)

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 the program can be 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.

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

SCHEDULING QUESTIONS? E-mail Register@houstonarboretum.org or call 713-681-8433.

**Houston Arboretum & Nature Center
4501 Woodway Drive, Houston, TX 77024
713-681-8433**