



# 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: 120 WEST LOOP NORTH, HOUSTON, TX 77024

## 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: \_\_\_\_\_

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 (full day program)

• Min 20 students / Max 70 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.

### 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: Choose Topic for your Grade Level

- A Habitat is a Home (Grades K-2)
- Plants, Animals, Interaction! (Grades 1-3; not available Dec-Feb)
- Nature's Recyclers (Grades 1-3)
- Pleased to Eat You! (Grades 3-5)
- Creature Features (Grades 3-5)
- EcoExplorers (Grades 4-5)
- Sensing Nature (Grades K-5)

## Step 5: Determine Fees Due

Description	Amount		Price	Cost
<b>Educational Programing</b>				
Free adults (chaperones/teachers) at 1:10 ratio	_____	x	\$0.00	= \$ _____
Paid adults (above the required chaperone ratio)	_____	x	\$7.00	= \$ _____
Field Adventures (Full Day Program)	_____	x	\$8.00	= \$ _____
Guided Field Experience (Half Day Program)	_____	x	\$6.00	= \$ _____
Special Program (Full Day 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: Full payment is due in advance. Please remit according to the terms on the invoice.)

## 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.

**RESCHEDULING:** Rescheduling a confirmed program 0 to 30 days prior to your scheduled date will result in a rescheduling fee of \$50.00

**CANCELLATIONS:** Program fees are non-refundable.

**PROGRAM QUESTIONS?** E-mail tritter@houstonarboretum.org or call 713-681-8433.

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

**Houston Arboretum & Nature Center**

[www.houstonarboretum.org](http://www.houstonarboretum.org)

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