



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 140 students, \$10

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

Guided Field Experience

- Min 20 students / Max 60 students, \$8

_____ (# of students)
9:30 – 11:00 a.m.

Special Program

- Min 20 students / Max 60 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, \$12/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)
- 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
Field Adventures (Full Day Program)	_____	x	\$10.00	= \$ _____
Guided Field Experience (Half Day Program)	_____	x	\$8.00	= \$ _____
Special Program (Full Day Program)	_____	x	\$15.00	= \$ _____
Water Quality Monitoring (6th – 12th only)	_____	x	\$12.00	= \$ _____
Free Chaperones (adults/teachers) at 1:10 ratio	_____	x	\$0.00	= \$ _____
Paid Chaperones – full day program	_____	x	\$9.00	= \$ _____
Paid Chaperones – other programs	_____	x	\$7.00	= \$ _____

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.

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

Houston Arboretum & Nature Center

www.houstonarboretum.org

713-681-8433