## SCHOOL AND YOUTH GROUP REQUEST FORM -GUIDED FIELD TRIPS 2014-15

Office Use Only. Tour #	Database #
Date received	
Confirmation Sent Payment Due	Received

Please fill out and fax (480-481-8189), scan or email to <u>teacherrsvp@dbg.org</u> or mail to <u>Desert Botanical Garden 1201 N. Galvin Pkwy, Phoenix AZ 85008 Attn: Children's Registrar. If you have any questions, please call Christine at 480-481-8121.</u>

Your reservation is not confirmed until you receive a confirmation packet via email.

Primary Contact for Visit			
Name:	Email:		
Primary Phone:	Secondary Phone:		
I am a: Teacher Field Trip Coordinator	Class Aide Parent Other		
School Information			
School/Group Name:			
Principal or Administrator:			
School/Group Address:			
School/Group Phone:	School District		
Type of School: Public Public Title I Charter Charter Title I Private Other			
Grade of Students: Number of Students: Number of Teachers: Number of Chaperones*: *Chaperone Policy is a MAXIMUM of 1 non-teacher adult for every 5 students at the discounted admission rate. Chaperones in excess of this will be charged regular admission rates.			
Transportation: Please mark and indicate approximately how many vehicles of that type. (i.e. School Bus3_)  Arriving by: School Bus Chartered Bus Mini-Bus Car/Van Public Transportation			
Requested Visit Dates (in order of preference):	Tour Availability begins Oct. 1 2014 and ends May 15, 2015		
1 2 3 Requested Visit Start Times	Blackout dates for Guided Tours:  October 10-12, 22-26 March 10, 20-22  November 2, 11, 27-28 April 24-25  December 22- January 4 May 8  January 18		
	20 40.00 40.20		
(student/teacher/chaperone) and an additional 15 m *The Marshall Butterfly Pavilion is available 10/1/4 thru 11/23/14 At this time there is no funding to assist with you considered for financial assistance should any develo	vilion* as part of your visit? This is an additional fee of \$2 per person ninutes to your tour time. Yes No or 3/7/15 thru 5/10/15  ur visit if you are a Title I school. Please let us know if you would like to be		
Comments:			

Guided Tours: Tour length is 2 hours unless otherwise indicated. The price per person is \$6.50 (student/teacher/chaperone).

Which tour are you wishing to book? (if booking for multiple grade levels with different tours for the different grades, please indicate how many students/teachers/chaperones to the right of each selected tour). Descriptions of the tours may be found on our web page at <a href="http://www.dbg.org/fieldtrips">http://www.dbg.org/fieldtrips</a>

Nature as a Problem Solver: A STEAM Curriculum: Suggested for grades 1-4
Solutions Inspired by Nature: A STEAM Curriculum: Suggested for grades 5-8
Are You a Yucca? Basic Plant Parts: Suggested for Pre-Kindergarten. This tour is 90 minutes
Are You a Butterfly? Butterfly Characteristics: Suggested for Pre-Kindergarten. This tour is 90 minutes, cost is \$8.50 per person and only available during available Butterfly Pavilion datesThe Magic of Desert Plants: Basic Plant Parts: Suggested for Kindergarten
Desert Buddies: Habitats & Organism Interactions: Suggested for Grade 1
Desert Detectives: Lifecycles: Suggested for Grade 2
The Secrets of Desert Plants: Plant Parts and Adaptations: Suggested for Grade 3
Arizona Plants & People: Relationships between people and plants: Suggested for Grade 4
Science Survival: Scientific Method: Suggested for Grade 5
Transpiration: The Journey of Water: Suggested for Grade 6
A Key to Desert Plants: Dichotomous Key: Suggested for Grade 7
Flower Power: Genetics: Suggested for Grade 8

## **Terms & Conditions**

- ✓ Full Payment **or** approved Purchase Order is due no later than 10 business days before your scheduled tour.
- ✓ Garden Memberships may not be used towards admission. Educational groups receive a deeply discounted rate which we are able to offer only when everyone pays as part of the group.
- ✓ All tours are held rain or shine unless otherwise notified by Desert Botanical Garden.
- ✓ All cancellations must be submitted in writing to: <a href="teacherrsvp@dbg.org">teacherrsvp@dbg.org</a> and confirmed via email by Desert Botanical Garden. Phone cancellations <a href="will not">will not</a> be accepted. Please see our website for our cancellation policy.
- ✓ Students will be evenly divided into groups by Garden Staff and Lead Teacher based upon guide availability and number of students at the time of your visit.
- ✓ Food is not permitted in the Garden. Please leave all food in your buses or vehicles. Water bottles are permitted and encouraged.
- ✓ Tag-along siblings (walking or in strollers) are not permitted to be on the tour.
- ✓ A confirmation packet will be emailed to you containing your confirmation number, directions for payment, a pre-visit checklist and a chaperone letter. Please share all pertinent information with fellow teachers that will be attending the field trip.

I understand the above terms and conditions of Field Trip Participation
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Signature	Da	te
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