

# Registration Form

**Use a separate registration form for EACH classroom. Please print clearly.**

## Classroom Information

Name of School \_\_\_\_\_

Name of 4<sup>th</sup> Grade Instructor \_\_\_\_\_

Instructor's school email address \_\_\_\_\_

After we receive your completed registration form, communication will be by email.

School Location: Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School Phone # \_\_\_\_\_ Alternate phone # \_\_\_\_\_

Please enter school phone number. You may add a home or cell phone.

Number of students in 4<sup>th</sup> grade classroom \_\_\_\_\_

## Field Trip Transportation

Schools Outside Fort Dodge - \$2 per mile transportation assistance

Estimated number of miles to Fort Dodge: \_\_\_\_\_

Number of adult chaperones you will bring for tour (including instructors) \_\_\_\_\_

Will all of your school's fourth graders come on one school bus? If it takes more than one, how many buses will be required? \_\_\_\_\_

**Fort Dodge Schools** – Please circle one of the following options.

- |                                                            |                                                                       |
|------------------------------------------------------------|-----------------------------------------------------------------------|
| 1. DART Bus<br>Transportation<br>(30 person max. capacity) | 2. School Bus – transportation<br>assistance at \$30 per<br>classroom |
|------------------------------------------------------------|-----------------------------------------------------------------------|

Transportation assistance checks will be sent from our accountant's office after the tour has taken place. Address and contact name of the office this check should be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Please check only one option from the following:**

Classroom Visits & Museum Tours may be booked any weekday **except Monday.**

**Option One:** \_\_\_\_\_

**Art Educator Classroom Visit** – Multiple classrooms can be scheduled on the same day, with turnaround time between classes, for larger schools. Allow 1 ½ hours for each art activity.

1st Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

2nd Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

3rd Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

**Museum Tour** – Choose a date 2+ weeks after classroom visit. Allow 1 hour for tour.

1st Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

2nd Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

3rd Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

**Option Two:** \_\_\_\_\_

**Program & Tour at the Museum** - Small class of 18 students or fewer, only one 4<sup>th</sup> grade section in your school, and the art activity and tour take place at the museum. Allow 2 ½ hours for art activity and museum tour.

1st Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

2nd Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

3rd Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

**Option Three:** \_\_\_\_\_

**Distance Learning Option** - Class is unable to make a museum tour, but would like the Art Educator Classroom Visit. Allow 1 ½ hours for art activity.

1st Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

2nd Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

3rd Choice Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_