

FIELD TRIP AT KOHL CHILDREN'S MUSEUM

REGISTRATION FORM

Please note that this is not a confirmation. Your field trip is confirmed when you receive a field trip confirmation letter.

Contact Information

| | |
|--|----------------|
| PRIMARY CONTACT | POSTION |
| SCHOOL OR ORGANIZATION | |
| ADDRESS | CITY/STATE/ZIP |
| DAYTIME PHONE | EMAIL |
| STAFF ONSITE DAY OF FIELD TRIP (if different from above) | |
| PHONE | EMAIL |

Program Preferences

| | | | | | |
|---|---|--|-------------------------------------|-----|----|
| TIME | 9:45-11:15 a.m. 10:15-11:45 a.m. 10:45 a.m.-12:15 p.m. 1:30-3 p.m. | 10-11:30 a.m. 10:30 a.m.-12 p.m. 11 a.m.-12:30 p.m. Other | 30-MINUTE LUNCH ROOM REQUEST | Yes | No |
| (Lunch room is free but availability is limited. Reservations must be made in advance and scheduled immediately after your field trip time. Lunch cannot be accommodated before or in the middle of your field trip time.) | | | | | |
| DATE | FIRST CHOICE | SECOND CHOICE | THIRD CHOICE | | |
| WORKSHOP TOPIC (ONLY IF BOOKING A FOCUSED FIELD TRIP) | | FIRST CHOICE: SECOND CHOICE: | | | |
| AGE(S) OF STUDENTS: | | | | | |
| SPECIAL REQUESTS/ADDITIONAL INFO (i.e. Spanish-speaking educator if available, special needs students, accessibility needs, etc.) | | | | | |

Transportation

| | | | | |
|---|---------|--------|--------|-------|
| TRANSPORTATION METHOD | Bus(es) | Car(s) | Van(s) | Other |
| NUMBER OF BUSES/CARS/VANS/ETC. ARRIVING/DEPARTING | | | | |
| WILL THE VEHICLE USE ITS WHEELCHAIR LIFT WHEN ARRIVING/DEPARTING? | Yes | No | Unsure | |

Trip Cost

| | NUMBER | PRICE | TOTAL |
|--|--------|-----------------|-------------|
| FOCUSED FIELD TRIP (minimum 16 children) | | @ \$13/CHILD = | |
| SELF-GUIDED FIELD TRIP (minimum 10 children) | | @ \$10/CHILD = | |
| EXTRA TIME IN MUSEUM EXHIBITS (30 minutes) | | @ \$3/CHILD = | |
| ADULTS* (1 adult free for every 3 children) | | @ FREE = | FREE |
| EXTRA ADULTS (over the 1:3 ratio) | | @ \$10/PERSON = | |
| * The Museum requires no less than 1 adult for every 5 children. | | | TOTAL DUE = |

Payment Method

To guarantee your field trip, check, money order, or credit card information **must be provided** with your registration form.

Check or money order enclosed, payable to **Kohl Children's Museum**

Chicago Public Schools purchase order #

Please use my credit card to hold this trip. Another form of payment will be submitted on or before the day of the trip. I also acknowledge that I have read and accept the Museum's field trip policies. Initial here:

Please charge \$ _____ to my credit card:

CC number:

Visa Mastercard
AmEx Discover

Expiration date:

Completed by:

Cancellation and Change Policy

More than 30 days in advance = full refund

Less than 30 days in advance = no refund



Please initial here

Confirmed field trips that do not show up will be **CHARGED THE FULL AMOUNT**

Payment is expected for the full confirmed amount regardless of absent children.

Field trip fees are applied to all children, including Museum members.

Chicago Public School Vendor # 14724

Please save form and submit to fieldtrips@kcmgc.org