

KOHL CHILDREN'S MUSEUM IN-SCHOOL EXPERIENCE

Registration Form

Please note that this is not a confirmation. Your 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
EDUCATOR/TEACHER NAME ONSITE DURING EXPERIENCE	
PHONE	EMAIL

Program Preferences

WORKSHOP TIME <i>Not including set-up time</i>	9:15-10 a.m.	9:30-10:15 a.m.	Note: KCM Educators require 45 minutes before workshop time to set up. The room and tables/desks for the experience need to be available during this time. <i>I.E., if 9:15-10:00 a.m. is the selected time, the Educator will set up in the room from 8:30 - 9:15.</i> Initial here to acknowledge understanding of set-up time:
	9:45-10:30 a.m.	10-10:45 a.m.	
	10:15-11 a.m.	10:30-11:15 a.m.	
	1:30-3 p.m.	Other:	
DATE	FIRST CHOICE:	SECOND CHOICE:	THIRD CHOICE:
WORKSHOP TOPIC	FIRST CHOICE:		SECOND CHOICE:
AGES OF STUDENTS:		NUMBER OF STUDENTS: <i>(max 25 per session)</i>	
SPECIAL REQUESTS/ADDITIONAL INFO <i>(i.e. Spanish-speaking educator requested, SPED class, etc.)</i>			

Program Details

LOCATION WHERE EDUCATOR CAN UNLOAD SUPPLIES:			
LOCATION WHERE EDUCATOR CAN PARK:			
ENTRY LOCATION:	ENTRY REQUIREMENTS: <i>(i.e. valid ID, etc.)</i>		
WHERE WILL THE EXPERIENCE TAKE PLACE? <i>(i.e. classroom, gym, etc.)</i>			
RESOURCES IN WORKSHOP LOCATION:	Tables, qty	Outlets, qty	Water source, qty
SECOND SESSION FOR DIFFERENT CLASSROOM? <i>(same day/address)</i>	Yes	No	
SECOND SESSION LOCATION	Same as first session (gym, etc.)	Different room (separate classroom, etc.)	
	Not applicable	Other	

Note: For additional sessions (over two sessions in the same day), sessions at a separate address, or sessions on a different day, please fill out a separate form.

Trip Cost

	PRICE	TOTAL
SCHOOL OR SITE 0-10 MILES FROM KCM	\$275	
SCHOOL OR SITE 11-20 MILES FROM KCM	\$300	
SCHOOL OR SITE 21-25 MILES FROM KCM	\$325	
ADDITIONAL SESSION <i>(same day/address)</i>	\$225	
	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