



FIELD TRIP BOOKING REQUEST

FOR OFFICE USE ONLY

- Teacher's Manual
- Reminder of field trip
- Send evaluation form (with receipt)

Thank you for your interest in our field trips. Please complete this form and return by e-mail to museumed@richmond.ca or by fax to 604-247-8341. Your request will be confirmed as soon as possible.

Maximum group size	Cost	Payment
Preschool-Grade 3: 25	\$4 per student	Cheque to <i>Richmond Museum Society</i>
Grade 4-12: 30		Cash

NAME OF PROGRAM: _____

Field Trip Details

1st choice: DATE: _____ TIME: _____

2nd choice: DATE: _____ TIME: _____

GRADE(S): _____ # OF STUDENTS: _____

Teacher Info

FIRST & LAST NAME: _____ E-MAIL: _____

SCHOOL NAME: _____ CITY: _____

SCHOOL ADDRESS: _____ POSTAL CODE: _____

SCHOOL TELEPHONE: _____ SCHOOL FAX: _____

HOW DID YOU FIND OUT ABOUT THIS PROGRAM?

SPECIAL CONSIDERATIONS (special needs, allergies, etc.):

Please note:

- A teacher's manual will provide detailed program information, resources and activity suggestions.
- A photo waiver form will be sent with your confirmation. Your cooperation in this regard is much appreciated. Please bring all completed forms with you on the day of the program
- Cancellations require two weeks notice for a full refund. We will charge 50% of the fee for cancellations made under two weeks & 100% of the fee for failure to attend the program without notice.
- Please inform the Educational Programs Coordinator if you require a snack break or an area to have your snack after the program ends. Snacks should be kept separately.

If you have any questions or concerns about this booking, please contact:
Emily So, Educational Programs Coordinator, 604-247-8334, museumed@richmond.ca

