



Field Trip Reservation Request

YOUR VISIT IS NOT GUARANTEED UNTIL THE CONTACT TEACHER RECEIVES CONFIRMATION AND PAYMENT IS MADE.

**FAX THIS COMPLETED FORM TO: 713.682.2539
OR MAIL TO: 4501 WOODWAY DRIVE, HOUSTON, TX 77024**

Step 1: School Information

School Name	Grade	#of Classes	
School Address	City	State	Zip code
School Telephone	School Fax		
Contact name	E-mail		
Home or Cell phone	Today's Date		
Does your group have special needs?			

Step 2: Select a Date

Please select three dates in order of preference. Programs are scheduled Tuesday – Friday.

___/___/___	___/___/___	___/___/___
1st Choice	2nd Choice	3rd Choice

Step 3: Select a Program

\$7/student for both Guided Field Experience & Discovery Room - \$5/student if just scheduling one program
We can accommodate a **total of 140 students** only if both the Guided Field Experience & Discovery Room are scheduled.

Guided Field Experience	9:30–11:00am	11:30am–1:00pm	
Guided trail tour – Grade level topic • Min 20 students / Max 70 for each time slot	_____	_____	(# of students)
Discovery Room Program			
Discovery Room & Discovery Pack • Min 15 students / Max 70 for each time slot	_____	_____	(# of students)
Discovery Pack Rental (Scavenger Hunt Activity)			
• No minimum / Max 50 students (5 packs) for each time slot (\$10 per pack with supplies for 10 students)	_____	_____	(# of packs)
Water Quality Monitoring Program (6th–12th)			
• Min 10 students / Max 40 students, \$8/ student	_____	_____	(# of students)

Lunch

If you are doing both programs, you will be eating lunch on our cement building apron. (no picnic facilities)

FOR ALL SCHOOLS - PAYMENT IS DUE IN FULL UPON CONFIRMATION OF YOUR DATE

Step 4: Determine Fees Due

DESCRIPTION	AMOUNT	PRICE	COST
EDUCATIONAL PROGRAMMING			
Free chaperones/Teachers (1:10 ration K–12th grade)	_____	x \$0.00	= \$ _____
Paid adults (above the required chaperone ratio)	_____	x \$5.00	= \$ _____
Guided Field Experience & Discovery Room Program	_____	x \$7.00	= \$ _____
Guided Field Experience & Discovery Center (Title I rate) January, February, September, and December only	_____	x \$5.00	= \$ _____
Guided Field Experience only	_____	x \$5.00	= \$ _____
Discovery Room Program only	_____	x \$5.00	= \$ _____
Discovery Pack Rental	_____	x \$10.00	= \$ _____
Water Quality Monitoring (6th – 12th only)	_____	x \$8.00	= \$ _____
		TOTAL \$	_____
SOUVENIR OPTIONS			
Houston Arboretum & Nature Center Pencils	_____	x \$0.35 each	= \$ _____
SOUVENIR GRAB BAG	_____	x \$5.00 each	= \$ _____
Items may vary depending on availability. Items may include pencils, bug box, magnifying glass, stickers, and animal items. • No refunds or exchanges • Minimum order of 20			

GRAND TOTAL \$ _____

METHOD OF PAYMENT

- Please charge to credit card number _____
- Mailing a check once date is confirmed

Exp. date _____

Step 5: Fax or Mail this Form

FAX NUMBER: 713.682.2539 • **ADDRESS:** Houston Arboretum & Nature Center, 4501 Woodway Drive, Houston, TX 77024

Step 6: Upon confirmation of date–Payment is made in full

CHAPERONES: You MUST bring one adult for every 10 students to ensure safety and to help supervise your students. The program is designed for your students, please ask parents to leave younger siblings at home. Chaperones over the 1:10 requirement are charged \$5/person.

DRESS: Students will be more comfortable if they dress for the out of doors. Children and adults should wear closed-toe shoes for safety. No sandals please.

RAINY DAYS: The Arboretum does not cancel in case of rain. We will provide ponchos to students and in the case of severe weather an alternate indoor program.

CANCELLATIONS: Program fees are non-refundable.

CHANGES TO ENROLLMENT AFTER CONFIRMATION LETTER HAS BEEN SENT WILL RESULT IN A \$25 PROCESSING FEE PER CHANGE.

Payment is due in full upon confirmation of your date. Accepted forms of payment are organizational check, Visa, MasterCard, American Express, and Discover. All checks must be made payable to Houston Arboretum & Nature Center.



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 Houston, TX 77024