

River Discovery Center Field Trip Form

Please complete in **full** and email to Krystal Watson, Education Coordinator,
at kwatson@riverdiscoverycenter.org.

If you have any questions or need more information, please email or call
270.575.9958 Please see **Program Booklet(s)** Online
to request certain programs at

www.riverdiscoverycenter.org under the Education tab.

If you would like a program tailored to your classroom needs, please call or email.

School or Organization:

Mailing Address:

Contact Person: **Email Address:**

Primary Contact Cellphone Number

**Your cell number will only be used during working hours and only if there is
an immediate need to get in contact with the person in charge of field trip.**

Primary Contact Cellphone: **Secondary Phone Number:**

How many classes? **Total number of students:**

Requested Date for field trip: ***Arrival Time:** ***Departure Time:**

*you may be contacted to adjust these times if needed. Arrival may be no earlier than 9:30AM.

Choose your field trip option:

*Standard Field Trip that includes 1 classroom activity, tour, and time set aside for the boat simulator.
\$5.00/student. 1 adult per 10 students is admitted free of charge.

*Skippers is sponsored by Ingram Barge and is **free of charge** to schools for 3rd grade students. Please see booklet.

*Mound Builders program is \$150/class and geared for 5th grade students. Please see booklet.

*Custom Field Trip: Please see program booklet.

*Activity fees may be added for certain crafts or special presenters. It will be discussed during booking.

***Classroom visits.** \$125 for up to two hours. \$25/hour for any extra time needed.

List three programs from the Program Booklet that can be found on our website.

We will do our best to accomodate.

1.
2.
3.

Pre-Sell Order Forms!

We send order forms to your school or organization a week prior to your field trip. Kids take them home and bring them back the day of the field trip. We put the orders together while your students are enjoying the museum. Please choose an option.

Field Trip Agreement Information:

1. RDC will adhere to any health and safety requirements set by the school or organization we agree to service. We ask that any persons we service adhere to the protocols we have in place as well. Failure to do so could result in cancellation of the field trip.
2. All field trips must be confirmed through the Education Coordinator. Please make sure you receive a confirmation. We will be making contact the week prior to the field trip. If you have not heard from us, please contact RDC by phone at 270.575.9958 to confirm receipt of the field trip request.
3. We limit on-site field trips to a total of 60 students per visit unless other arrangements have been made with the Education Coordinator.
4. All fees must be paid the day of field trip unless other arrangements were made prior to arrival. We accept checks and most major credit cards.
5. Teachers and parents can be part of the fun too!! Please help us with your students during activities so everyone can have a good time.
6. Please see the FAQ section of the K-5 Program booklet located on [River Discovery Center's](#) website under the Education tab.

Please send this completed form to kwatson@riverdiscoverycenter.org.

Teacher Signature: _____ Date: _____

Teacher Name (print or type): _____