



Field Trip Request Policy

- Requests must be submitted 1 week in advance.
- All visits are self guided and **1** teacher per class receives complimentary general admission.
- Required ratio of **1** adult chaperone per **10** students for museum visits, not including teacher. Adults in ratio are complimentary. Additional adults will be charged the group adult rate.
- **INVOICE** sent after visit to ensure change of numbers and subsidy, if applied.
 - Payment made day of visit requires prior arrangements.
- Concessions order needs to be made **TWO** days prior with form. This is for all education groups. If no form is received, in advance, groups will not be able to receive concessions. This is to ensure supplies and staffing needs are met appropriately. Payment for concessions due on day of visit.
- Temporary or Traveling exhibits may require an up-charge (This will also apply to adults receiving complimentary general admission)
- Groups of **50** or more can request a Giant Screen Film from current showings or our film library. Requests will be honored based on theater availability. Films times are *10:00am, 11:00am, 12:00pm, 1:00pm, 2:00 pm and 3:00pm*. The film library is located on our website at: <http://www.putnam.org/Education/Educators/Educational-Films>

For more field trip information please contact:

Putnam Education – Bridget Boyd-Carlson - Education Services Coordinator
 Putnam Museum and Science Center, 1717 W. 12th St., Davenport, IA 52804
 Phone: 563.336.7308 Fax: 563.594.6667 Email: BBoyd-Carlson@putnam.org
 Website: <http://www.putnam.org/Education/Educators/Plan-a-Field-Trip>

Field Trip Request

Choice Date: _____ 2nd Choice Date: _____ 3rd Choice Date: _____

Arrival Time: _____ Depart Time: _____ Grade: _____ #Classes: _____ #Students _____ #Adults _____

Teacher / Leader: _____ School/ Organization: _____

Address: _____ City/State/Zip: _____

Phone: Work or Cell _____ Email: _____

Permission to take Photos

Subsidy: free/reduced lunch _____%

Lunch Space: Y N If yes, time _____

Store: Y N If yes, time _____

- Invoice – please indicate to whom and where the invoice needs to be sent. Invoices are sent after visit.

Concessions: Y N If yes, complete form

***Options can be combined, please fill in circle – discounts may apply**

Option 1: Museum & Science Center
 \$4.00 per school youth, \$4.50 for group youth, and \$8.00 for adult not in required ratio.

- When applicable, entrance to a specific exhibit may require an up – charge to all in party.

Option 2: Giant Screen Theater
 \$5.00 per school youth, \$5.50 per group youth, and \$8.00 per adult not in required ratio, add on is less.
 *Time of show is subject to theater availability.
 Film (if not selected, one will be selected for you):

Option 3: Educational Program
 \$45.00 per program – 30 minutes
 \$65.00 per program – 45 minutes
 \$85.00 per program – 60 minutes
 Program: _____

- Program descriptions are in the Educator Resource Guide on the above website

PUTNAM MUSEUM

Group Snack Stop Purchase Form

GROUP NAME: _____

RESERVATION NUMBER: _____

ARRIVAL DATE: _____ ARRIVAL TIME: _____

MOVIE: _____ MOVIE TIME: _____

OF COMBO'S REQUESTED _____ ACTUAL # GIVEN _____

Number of Kids' Combos Given _____ x \$5.00 = _____

Pepsi _____

Unsweetened Tea _____

Diet Pepsi _____

Sweet Tea _____

Mt. Dew _____

Cherry Pepsi _____

Diet Mt. Dew _____

Fruit Punch _____

Sierra Mist _____

Lemonade _____

Root Beer _____

Water _____

RED ICEE _____

MIXED ICEE _____

BLUE ICEE _____

HOGWASH

Red _____ Blue _____ Pink _____

Total: _____ Date: _____

Payment Type: _____ Initials: _____