



<b>OFFICE USE ONLY:</b>	
<input type="checkbox"/>	<b>Altru</b>
<input type="checkbox"/>	<b>Invoice/Agreement</b>
<input type="checkbox"/>	<b>Date Confirmed:</b> _____
	<b>Staff Initials</b> _____

**CLASSROOM OUTREACH REQUEST FORM**

To schedule your outreach, complete this form and submit it via fax, email, or standard mail, print legibly.

**About Your Group**

School Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

School Phone & School Fax \_\_\_\_\_

Your Name \_\_\_\_\_

Your Phone \_\_\_\_\_

Your E-mail Address \_\_\_\_\_

Student Grade Level \_\_\_\_\_

**Please identify any special accommodation your group might need:**

- Special Education       Physical Disabilities
- ESL                               Other (please specify) \_\_\_\_\_

**Classroom Outreach Information**

- Each session lasts 60 minutes and includes all materials for project
- Sessions must be consecutive on the same day
- Minimum of 2 sessions per day and maximum of 4 sessions per day
- Cost: 2 sessions = \$540; 3 sessions = \$630; 4 sessions = \$760
- Prices are flat rate for maximum number of students in each session, and \$9 per each additional student
- For Pre-K – Kindergarten: maximum of 25 students per session
- For 1<sup>st</sup> Grade and up: maximum 30 students per session
- Provide one indoor room with a sink, tables and chairs for 30 students
- Sessions can start at 8:30am, with 15 minute breaks between sessions. If three or more sessions in one day, then one break must be 30 minutes
- All sessions must take place in the same room with a school representative present at all times
- Travel fee of \$75 for Miami-Dade, Palm Beach, and Martin counties.

Where did you hear about YAA Classroom Outreach?

- Museum     Friend     Ad     Email     Google     Other: \_\_\_\_\_

Refer to Classroom Outreach Brochure for specifics:

**STEP 1: SELECT A PROGRAM**

**Classroom Outreach Program:** \_\_\_\_\_

**STEP 2: MAKE A SCHEDULE**

**Number of Sessions** \_\_\_\_\_

Sessions can start at 8:30am, with 15 minute breaks between sessions. If three or more sessions in one day, then one break must be 30 minutes

**Session 1** \_\_\_\_\_ students    **Time** \_\_\_\_\_ - \_\_\_\_\_

**Session 2** \_\_\_\_\_ students    **Time** \_\_\_\_\_ - \_\_\_\_\_

**Session 3** \_\_\_\_\_ students    **Time** \_\_\_\_\_ - \_\_\_\_\_

**Session 4** \_\_\_\_\_ students    **Time** \_\_\_\_\_ - \_\_\_\_\_

**Technology Support**

We encourage schools to provide us with a projector and screen for the presentation. Please check items you can provide us with:

- \_\_\_\_\_ Projector
- \_\_\_\_\_ Laptop/Computer with a USB port
- \_\_\_\_\_ Screen/Empty white wall
- \_\_\_\_\_ Extension cord

**STEP 3: LIST CHOICES FOR VISIT DATES**

**Date of Visit** (available Mondays – Fridays)

If your requested entrance date is not available, you may be booked into your next preferred slot.

**1st choice** Date of visit \_\_\_\_\_

**2nd choice** Date of visit \_\_\_\_\_

**3rd choice** Date of visit \_\_\_\_\_

**STEP 4: SUBMIT CLASSROOM OUTREACH REQUEST**

**Fax:** 954-370-5057    **Phone:** 954-424-5030

**Email:** reservations@youngatartmuseum.org

**Mail:** Reservations, Young At Art Museum  
751 SW 121 Avenue, Davie, FL 33325

*Reservations are not confirmed until you receive our confirmation letter that will indicate any fees associated with your visit. A non-refundable & non-transferable 20% deposit is due within 10 business days of reserving your program. Full payment is due by the visit date. For rescheduling, cancellations or changes in final count you must contact us at least 5 business days BEFORE your program.*