

**OFFICE USE ONLY:**

☐ **Invoice/agreement**
☐ **Date Confirmed:** _____
Staff Initials _____

FIELD TRIP REQUEST FORM SCHOOL YEAR 2023-2024

To schedule your field trip, complete this form and submit it via email or standard mail.
Please print legibly.

About Your Group

School Name _____

Street Address _____

City, State, Zip Code _____

School Phone & School Fax _____

Your Name & Title _____

Your Phone _____

Your E-mail Address _____

Number of Students _____ Student Grade Level _____

Number of Teachers/Chaperones _____

Is your school using their SEAS funds for this field trip? YES NO

Field Trip Information

- **Group Size: Minimum 10 students - Maximum 75 students**
- Divide students into smaller groups of 30-38 before arrival if your group is larger than 30
- If your group has less than 10 students, you are still responsible for payment of 10 students
- Your group is responsible for paying for the original scheduled number of students UNLESS Young At Art is notified at least 7 business days prior to trip.
- Teachers/Chaperones: Pre-K – 1st Grade - One free adult per 5 students up to 10 adults.
- Teachers/Chaperones: 2nd Grade & Up - One free adult per 10 students up to 10 adults.
- Special Needs – One free adult per ESE student, max of 30 students/30 adults
- **Additional Chaperones - \$8 per adult**
- Depending on capacity and field trip package/size, your group may be in the museum during operating hours and around the general public
- Late arrivals are subject to shortened program or cancellation
- **Field trips booked within 5 business days of scheduled field trip date will be charged a late booking fee of \$30**
- Time can be added if registered in advance for an additional fee.

STEP 1: SELECT A PACKAGE (Refer to Field Trip Flyer for specific)

- ☐ **Masterpiece Package \$16 per student** - Guided tour of gallery space, art workshop, and reserved space for lunch | 9:45am-1pm
- ☐ **Museum Exploration Package \$13 per student** - Guided tour of gallery space and art workshop | 9:45am-11:30am (NO RESERVED LUNCH SPACE)
- ☐ **Exhibit Package \$8 per student** - Guided tour of gallery space | 9:45am-11am OR 11am-12:15pm (NO RESERVED LUNCH SPACE)

STEP 2: CHOOSE WORKSHOP

- Choose Art Workshop (if applicable): _____

STEP 3: LIST CHOICES FOR VISIT DATES

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: YAA for ALL ACCOMMODATIONS

Please identify any special accommodation your group might need:

- ☐ Special Education (#____)
- ☐ Physical Disabilities (#____)
- ☐ ESL (#____)
- ☐ Other (please specify) _____

Please indicate the tools/accommodations needed to have an artful YAA visit:

STEP 5: SUBMIT FIELD TRIP REQUEST

Email: FrontDesk@youngatartmuseum.org

Phone: 954-424-0085 ext. 102

Mail: Young At Art Museum

8000 West Broward Blvd, Planation, FL 33388 (inside Broward mall)

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 upon arrival. For rescheduling, cancellations, or changes in final count you must contact us at least 7 business days BEFORE your program.

Where did you hear about YAA Field Trips?

☐ Museum ☐ Friend ☐ Ad ☐ Email ☐ Google ☐ Social Media ☐ Other: _____