



**OFFICE USE ONLY:**

Invoice/Agreement

Date Confirmed: \_\_\_\_\_

Staff Initials \_\_\_\_\_

**CLASSROOM OUTREACH REQUEST FORM 2024-2025**

To schedule your outreach, complete this form and submit it via 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 \_\_\_\_\_

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

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

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

**Classroom Outreach Information**

- Each session is 1-hour, this includes a 45 minute workshop and 15 minute break to reset for the next group.
- All materials for the workshop included
- 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 \$9.50 per each additional student
- For Pre-K – Kindergarten: maximum of 20 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 9am. If more than 3 sessions are in one day, 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 Flyer for specifics:

**STEP 1: SELECT A PROGRAM**

- Classroom Outreach Program
- Virtual Classroom Outreach Program

**STEP 2: CHOOSE WORKSHOP** \_\_\_\_\_

**STEP 3: MAKE A SCHEDULE**

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

Sessions can start at 9am. Each session is 1-hour, this includes a 45 minute workshop and 15 minute break to reset for the next group. If more than 3 sessions in one day, then one break must be 30 minutes.

<b>Session 1</b>	_____ students	<b>Time</b>	_____ - _____
<b>Session 2</b>	_____ students	<b>Time</b>	_____ - _____
<b>Session 3</b>	_____ students	<b>Time</b>	_____ - _____
<b>Session 4</b>	_____ students	<b>Time</b>	_____ - _____

**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 4: 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 5: SUBMIT CLASSROOM OUTREACH REQUEST**

**Phone:** 954-424-0085 ext. 102

**Email:** [Frontdesk@yaamuseum.org](mailto:Frontdesk@yaamuseum.org)

**Mail:** Young At Art  
8000 W Broward Blvd Ste. 208 (inside Broward mall)  
Plantation, FL 33388

*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 7 business days BEFORE your program.*