



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

**FIELD TRIP REQUEST FORM 2022-2023**

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 SASP funds for this field trip? YES NO

**Field Trip Information**

- Group Size: Minimum 10 students - Maximum 60 students
- Divide students into smaller groups of 30 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 – 1<sup>st</sup> Grade - One free adult per 5 students up to 10 adults.
- Teachers/Chaperones: 2<sup>nd</sup> 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 - \$7 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.

Where did you hear about YAA Field Trips?

Museum Friend Ad Email Google Social Media Other: \_\_\_\_\_

Refer to Field Trip Brochure for specifics:

**STEP 1: SELECT A PACKAGE**

- Masterpiece Plus Package \$16 per student - Guided tour of two gallery spaces, art workshop, and reserved space for lunch | 9:45am-1pm
- Masterpiece Package \$15 per student - Guided tour of two gallery spaces and art workshop | 9:45am-12:15pm
- Museum Exploration Package \$13 per student - Guided tour of two gallery spaces | 9:45am-11:30am
- Museum Exploration Plus \$13 per student - Guided tour of one gallery space and art workshop | 9:45am-11:30am
- Exhibit Package \$7 per student - Guided tour of one gallery space | 9:45am-11am OR 11am-12:15pm

**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](mailto:FrontDesk@youngatartmuseum.org)

Phone: 954-424-0085

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 5 business days BEFORE your program.