



Field Trip Form

2019-2020 School Year

TCMU-Greenville | TCMUpstate.org/fieldtrips

School Information Please submit a separate form if requesting multiple dates

School Name			
School District			
School Phone Number			
School Address			
City	State	Zip	
Teacher/Contact Name:	Phone		
Phone (Cell)	Email		

Visit Information Field Trips are available Tuesday through Friday. Dates are based on availability and assigned on a first come first serve basis.

Date 1st Choice:	2nd Choice:	3rd Choice:
Arrival Time:	Departure Time:	
Number of Students:	Number of Required Adults (1:5):	
Number of Additional Adults to be invoiced for:		

TCMU requires one adult (free of charge) for every 5 students. Required adults include teachers, teacher's aides, parents, etc. Adult beyond the required amount will pay school visit admission.

Grade Level of Students:	
Number of Students with Special Needs:	
Please describe the nature of special needs, any accommodations needed, and the grade level at which the students are working.	

Type of Visit Select one

Pre-K & Kindergarten Only	2-Hours Exploration	\$6 per student
Pre-K & Kindergarten Only	2-Hours Exploration + One Program	\$8 per student
Any Age	Unlimited Exploration	\$8 per student
Any Age	Unlimited Exploration + One Program	\$10 per student
Any Age	Unlimited Exploration + Two Programs	\$12 per student

The café dining room is reserved for guests who order Subway lunch through TCMU. This includes the outdoor dining patio. TCMU does not facilitate the handling of picnic lunches. TCMU will not allow storage of school lunches in our facility.

Will you be pre-ordering Subway lunches through TCMU? You will be contacted prior to your visit with a menu and ordering instructions.	Yes	No
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Scholarship Eligibility

Schools listed on the SC Dept of Education Poverty index greater than 50% may be eligible to receive a needs based field trip while funds last. If you are eligible and interested in applying for a scholarship, please complete the fields below. If not, please move to page 3.

Please note that schools receiving scholarships must book between September and February.

School District	Are you a Title I School?	Yes	No
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Are you a head start program?	Yes	No	Percentage of school eligible to receive free or reduced lunch:
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Please describe your group and why field trip fees are a barrier for the students for whom you are applying.	
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What does your class or group hope to gain by visiting TCMU?	
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Visit Information

How many classes will attend this trip?

Booking Teacher

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 1

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 2

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 3

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 4

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 5

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 6

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 7

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 8

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 9

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

Teacher 10

Name:	Number of Students in this class:
E-mail:	Phone:

Program Choice(s) (if adding):

Program titles and descriptions are available at tcmupstate.org/fieldtripoptions

POLICIES AND PROCEDURES

PAYMENTS AND CANCELLATIONS:

- Payments must be made 30 days prior to visit (check or credit card).
- No refunds are given for students unable to attend.
- If school is cancelled on the day of your visit, you may reschedule your visit within the same school year.

ARRIVAL, DEPARTURE, AND PARKING:

- Only the booking teacher will check in the school at Admissions.
- Students should have on wristbands and be waiting on the bus for a TCMU program guide.
- Buses will drop off and pick up students in the bus lane in front of TCMU.
- Buses should pull as far forward as possible to accommodate all buses.
- New signs indicate the front lane is for bus drop off and pick up only. No buses will be allowed to stay in front of the museum.
- Bus drivers will be directed to the bus parking area on Elford Street.
- Personal vehicles may park in the Heritage Green Parking deck located behind Heritage Green. It is a city parking deck with a maximum fee of \$4.00 per day.
- Arrive on time. Arriving late to your visit may result in a shortened or cancelled program to be determined by the program educator. Refunds will not be given to groups arriving late.

ADULT & STUDENT RESPONSIBILITIES:

- One adult for every five students is required. (Adults include teachers, teacher's aides, parents, etc.)
- Schools will not be allowed into the museum until the 1:5 ratio is met
- Adults are responsible for the behavior of all students during school visits.
- Students must stay with an adult at all times.
- No food, drinks, candy, or gum are permitted in the museum.
- Adults are encouraged to silence their cellphones and use them only when urgent.
- We reserve the right to ask disorderly groups to leave the building without refunds.

LUNCHES:

- Lunches can be pre-ordered through TCMU.
- Order and payment must be submitted 30 days prior to your visit.
- Restaurant dining room is reserved for guests who order lunch through TCMU. This includes the outdoor dining patio.
- TCMU does not facilitate the handling of any picnic lunches, Teachers who wish to picnic are encouraged to find locations to enjoy lunch at nearby parks or public areas.
- TCMU will not allow storage of school lunches in our facility.

MEMBERSHIPS/PASSES:

- Memberships do not apply for STUDENT admission on field trips.
- ADULTS who have a membership at TCMU will be allowed into the museum as free admission.

PHOTO RELEASE:

- TCMU reserves the right to photograph or video visitors.
- It is the responsibility of the teacher to notify TCMU staff upon arrival of any student who CANNOT be photographed.

SUBMISSION

Submission of this form indicates your agreement to all policies and procedures.

Teacher e-Signature	
Today's Date	

Please email completed form to schoolvisits@tcmupstate.org. Submission of this form is not a confirmation or booking of your trip, it is only a request. You will receive a confirmation email and invoice once your request is received and processed that will confirm your field trip.