



Field Trip Form
 2019-2020 School Year
 TCMU-Spartanburg

Please complete the following form and email it to sburgschoolvisits@tcmupstate.org.

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.

How many classes will attend this trip?		Number of Students		Number of Adults	
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TCMU requires one adult (free of charge) for every 7 students. Up to five additional adults may pay the group rate of \$4.50 per person upon arrival to the museum.

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.	

Field Trips are scheduled to accommodate a max capacity of 50 students in two hour increments in order to ensure your group gets the best experience. Please divide your classes into groups in order to not exceed 50 students per two hour increment. One adult for every seven students is required.

Visiting Group 1 *Max 50 Children*

Field trips are available Tuesday-Friday

Date 1st Choice:	2nd Choice:	3rd Choice:
Visit Time: <i>Select One</i>		
	9:00am-11:00am	
	11:00am-1:00pm	
	1:00pm-3:00pm	

Teacher 1

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

Teacher 2

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

Visiting Group 2 *Max 50 Children*

Field trips are available Tuesday-Friday

Date 1st Choice:	2nd Choice:	3rd Choice:
Visit Time: <i>Select One</i>		
	9:00am-11:00am	
	11:00am-1:00pm	
	1:00pm-3:00pm	

Teacher 1

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

Teacher 2

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

Visiting Group 3 *Max 50 Children*

Field trips are available Tuesday-Friday

Date 1st Choice:	2nd Choice:	3rd Choice:
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Visit Time: <i>Select One</i>

<input type="checkbox"/>	9:00am–11:00am
<input type="checkbox"/>	11:00am–1:00pm
<input type="checkbox"/>	1:00pm–3:00pm

Teacher 1

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

Teacher 2

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

Visiting Group 4 *Max 50 Children*

Field trips are available Tuesday-Friday

Date 1st Choice:	2nd Choice:	3rd Choice:
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Visit Time: <i>Select One</i>

<input type="checkbox"/>	9:00am–11:00am
<input type="checkbox"/>	11:00am–1:00pm
<input type="checkbox"/>	1:00pm–3:00pm

Teacher 1

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

Teacher 2

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

Visiting Group 5 *Max 50 Children*

Field trips are available Tuesday-Friday

Date 1st Choice:	2nd Choice:	3rd Choice:
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Visit Time: <i>Select One</i>

	9:00am–11:00am
	11:00am–1:00pm
	1:00pm–3:00pm

Teacher 1

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

Teacher 2

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

Visiting Group 6 *Max 50 Children*

Field trips are available Tuesday-Friday

Date 1st Choice:	2nd Choice:	3rd Choice:
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Visit Time: <i>Select One</i>

	9:00am–11:00am
	11:00am–1:00pm
	1:00pm–3:00pm

Teacher 1

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

Teacher 2

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

POLICIES AND PROCEDURES

PAYMENTS AND CANCELLATIONS:

- Payments must be made 30 days prior to visit (check or credit card). If unable to pay 30 days in advance, full admission rates will apply.
- 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:

- The booking teacher should check the group into admissions while students and chaperones wait on the bus for a TCMU-S program guide to give the field trip rules.
- Buses should then follow the instructions on the bus parking map (in confirmation packet) to enter Magnolia Street correctly and drop off and pick up students in front of TCMU-S. Buses will then follow instructions to park in bus parking until the visit is complete.
- Personal vehicles may park in the Magnolia Street parking garage across the street from TCMU-S.

ADULT & STUDENT RESPONSIBILITIES:

- One adult for every seven students is required. (Adults include teachers, teacher's aides, parents, etc.)
- Schools will not be allowed into the museum until the 1:7 ratio is met.
- Up to five additional adults can pay the group rate of \$4.50 upon check-in.
- 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.

MEMBERSHIPS/PASSES:

- Memberships do not apply for STUDENT admission on field trips.

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 sburgschoolvisits@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.