



## Youth Field Trip Form

4 pages to complete and return

Name of Your School or Organization: \_\_\_\_\_

**Groups arrivals can be scheduled anytime between 10:00 am -- 3:00 pm.**

Day: \_\_\_\_\_

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

Time: arrival \_\_\_\_\_ departure \_\_\_\_\_

You will have \_\_\_\_\_ number of \_\_\_\_\_ graders @ the student discounted rate of  
Elementary (1<sup>st</sup>-6<sup>th</sup>): \$3.00  
Secondary (7<sup>th</sup>-12<sup>th</sup>): \$5.00

**Please note: In order to receive the School Group discount YOU MUST have 20 or MORE STUDENTS attending.**

Teachers, 1 chaperone per 20 students and bus drivers are admitted free. (To qualify as a bus driver one must have a CDL Class A or B with P Endorsement.) Any additional adults will be admitted at \$6.00 each (a \$1.00 discount off the regular admission price of \$7.00)

**You will have \_\_\_\_\_ number of PAYING adults. Adults may pay separately at the door.**

The price listed above includes a self-guided tour into all of the galleries and entrance into the 30 minute movie: "Our Home—Our Rights, Texas in the Civil War."

\_\_\_\_\_ **Movie:** *Included in the cost of the admission*

\_\_\_\_\_ **Scavenger Hunt and/or ABC sheets:** *Included in the cost of the student's admission ABC is for K-4<sup>th</sup> grades, Scavenger Hunts: 5<sup>th</sup> grade and up, **Note on Scavenger Hunt and ABC sheets: We ask that you download your choice off our website and make copies for you students to use.** (we provide pencils and clip boards for your use while at the museum) Teachers: you may request an answer key at the front desk upon your arrival.*

*PLEASE CHECK BOX IF STUDENTS WILL BE SHOPPING*

\_\_\_\_\_ **Gift Shop:** Our gift shop is a favorite of many students and adults alike. We have items for school projects, history, old fashion candy, and of course souvenirs for family and friends. The book store has 500 book titles on related subjects. We encourage students to bring a little spending cash to get something from their trip! (*Our front desk has helpful policies to handle large groups and to facilitate the group leaders while shopping.*)

**NOTE:** *Students will enter and exit through the gift shop at the museum. We request teachers review the school policy about expenditures on field trips. We do carry a variety of items with American and Confederate flags featured. The school is responsible for telling the students, which items, may or may not be bought and brought to school.*

#### **ADDITIONAL FEE PROGRAMMING:**

Additional programming tailored to your group is available upon request for an additional fee. You will find a listing of these Docent Program offerings on the web site. Under the Education Tab. Please feel free to call the museum for details. Each program lasts approximately 40 minutes. The museum contracts each docent—they are not available unless a reservation and deposit are made at the time of booking the reservation. This is especially recommended for groups larger than 125 people.

#### **Please check if participating in these additional activities:**

\_\_\_\_\_ **Initial** I understand that the TCWM has a No Show policy and further understand and acknowledge there is a \$50.00 charge per docent for a no show if not canceled 48 hours prior to arrival.

To ensure your docent you will need to provide a credit card number with this reservation. It will not be charged unless there is a no-show. A docent will not be reserved without a credit card on file.

#### **Please check the box if participating in these additional programs**

\_\_\_\_\_ Docent: : \$50.00 *Large reservations of over 60 students will need to be divided into groups and will require an additional \$20.00 for each presentation to the additional group, (One group consists of 20-60 students.) Check programs on our website under Education tab. Each program topic is a \$50.00 fee and a \$20.00 repeat fee.*

1<sup>st</sup> program \_\_\_\_\_

2<sup>nd</sup> program \_\_\_\_\_

*Alternate program (if other choices are unavailable.)*

\_\_\_\_\_ **TOTAL PRICE OF ADMISSION:** \_\_\_\_\_

#### **Quick review of House Rules**

In the Education section of the museum's web site you will find the rules and guidelines for your visit. Additional assignments (with TEKS) for your use can be found in the

Activities section. We do not allow backpacks, gum, food, drinks or rolling foot wear into the museum. The TCWM will furnish clipboards and pencils for student use.

**If for any reason you need to cancel your visit we ask you do it no later than 48 hours before your scheduled visit to avoid a handling fee. (This does not apply to weather related closings.) The Museum weather related closing follows that of the Fort Worth ISD. If a docent is scheduled and field trip is a “no show” then the full docent fee will be charged.**

Please sign the below contract and return back to us **TWO WEEKS BEFORE COMING** to: [reservations@texascivilwarmuseum.com](mailto:reservations@texascivilwarmuseum.com)

Please make check payable to Texas Civil War Museum. You may bring the check or cash with you the day you come to the museum. This contract can serve as your invoice. If a W9 form is required, please send it.

We look forward to your visit and know it will be most rewarding.

Reservation Department  
Texas Civil War Museum  
[reservations@texascivilwarmuseum.com](mailto:reservations@texascivilwarmuseum.com)  
[www.texascivilwarmuseum.com](http://www.texascivilwarmuseum.com)  
Telephone: 817-246-2323  
Fax: 817-246-3951

Name of Your School or Organization:

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Name of School District:

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Name of Teacher/Point of Contact

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E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Send completed form to: [reservations@texascivilwarmuseum.com](mailto:reservations@texascivilwarmuseum.com) or fax to number listed above. Upon receiving this email, our Reservation Director will contact you by phone, fax or email for verification.

Credit Card Information needed for programming fee only. It will only be used for NO SHOWS.

Please Circle:      Visa,              MasterCard,              American Express

Name on Card \_\_\_\_\_

Billing Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration \_\_\_\_--\_\_\_\_

3-digit security code\_(on back)\_\_\_\_\_

How did you hear about us? \_\_\_\_\_