



Student Programs Registration Form

Please make a copy for your records.

Confirmation # _____
office use only

1

Required School Information

Please fill out ALL information.

Teacher Name _____ Teacher E-mail _____
(Your e-mail will be used to send your confirmation form, helping cut down on paper waste.)

School Name _____ School Address _____

City _____ State _____ Zip _____

School Phone (_____) School Fax (_____)

Grade level _____ Total # of students _____ # of adults _____ # of classrooms _____

Does your group have any special needs? (e.g., Allergies, ESL, learning disabilities, wheelchairs) Please explain below:

2

Day of Visit

First Choice _____ Second Choice _____ Third Choice _____

Arrival Time: _____ Departure Time: _____ Will your group require lunch facilities? **YES NO**

Three hour maximum visit with class; two hours without class

3

Program Selection

School Workshops and Labs

Please indicate below the name of the workshop or lab you are interested in taking. For visits without a class, please write Museum Visit Only.

The maximum number of students per workshop or lab is 30.

Grade Level	Workshop or Lab	# of Students	COST

Adopt-A-Butterfly # of Butterflies _____
(\$10 per class includes 1 butterfly for release)

TOTAL _____

4

How to Register and Pay

For more information call 773-755-5111, Ext. 1.

Register for your trip at naturemuseum.org or fax this form to 773-549-0607.

How would you prefer to receive your confirmation packet? via earth friendly e-mail hard copy via mail

Important Registration Information:

Your reservation is not complete until you receive a copy of your confirmation form with the confirmed date and time of your field trip. Allow two weeks for processing. Registration forms are processed in the order they are received and according to availability of date, entrance, and workshop times. Lunch times will be provided on your itinerary the day of your field trip. Payment can be made via school/personal check, money order, or credit card.

Full payment for workshops/labs is due 30 days in advance of your visit unless you have made special arrangements. Your workshop/lab reservation will be cancelled if full payment is not made 30 days in advance of your visit. If your workshop/lab is scheduled less than 30 days in advance, full payment for the workshop will be required with your reservation.

Cancellation Policy: All cancellations are subject to processing fees. All cancellations must be made in writing; **phone cancellations will not be accepted.** To cancel your trip, please e-mail the Museum at cancel@naturemuseum.org or fax your cancellation on school letterhead to 773-549-0607. Groups that do not cancel before the two-week deadline or do not show up on the date of their visit will not be refunded.

Charge: MasterCard Visa Discover AmEx Check Enclosed: (Payable to Peggy Notebaert Nature Museum)

Card # _____ Exp. Date _____ Security Code _____

Billing Address (if different from above) _____ Name on Card (print please) _____