

# Field Trip Request Form

Welcome to Kroc Center! We're excited that you've decided to bring your class over for a field trip. Please fill out a few details below so we can best accommodate you and your students when you arrive. Remember, we need **3 weeks notice** (minimum) to match your class with the activities that will best suit your needs. If you have additional questions, please call Beth Zientko, Director of Education at the Kroc Center at **937-528-5248**.

Schools & institutions will be charged a \$5 facility & staff usage fee per child. There is an additional \$5 fee per child for a boxed lunch, or children can purchase lunch at the standard pricing at The Half Time Grill.

## CONTACT INFORMATION

SCHOOL NAME	MAIN OFFICE PHONE	FAX #
CONTACT NAME	TITLE	
CELL PHONE	EMAIL	
SCHOOL ADDRESS		
CITY	STATE	ZIP
ALTERNATE CONTACT	PHONE	
EMAIL		

## FIELD TRIP INFORMATION

PREFERRED DATES (LIST 2)			
GRADE LEVEL(S)			
TOTAL NUMBER OF CHILDREN	TOTAL NUMBER OF CHAPERONES		
ARRIVAL TIME	AM/PM	DEPARTURE TIME	AM/PM
PLEASE LIST ANY SPECIAL NEEDS RELATED TO YOUR GROUP.			

## ACTIVITY PREFERENCES

PLEASE MARK YOUR PREFERRED ACTIVITIES

<input type="radio"/> GYMNASIUM - FREE TIME	<input type="radio"/> MEAL SERVED FOR LUNCH (SEE FEES ABOVE - \$5/CHILD)
<input type="radio"/> GYMNASIUM - TEAM BUILDING GAMES	<input type="radio"/> SNACK (ADDITIONAL CHARGE - \$1/CHILD)
<input type="radio"/> EDUCATION CENTER - ART	<input type="radio"/> MOVIE THEATER - FEATURE PRESENTATION /
<input type="radio"/> TECH CAFÉ- TECHNOLOGY ROTATIONS (ONLY OFFERED 9AM-12PM)	POPCORN + WATER \$1.50 / STUDENT
<input type="radio"/> TECH CAFÉ- CLASS VIDEO	

SIGNATURE OF PERSON COMPLETING REQUEST	DATE
--	------

**PLEASE FAX THIS COMPLETED FORM TO 937-528-5298, ATTENTION BETH ZIENTKO.**

**Thank you! We will contact you within 2 business days.**

*If you do not hear from us, please call 937-528-5248 to confirm that we received your fax.*

