



# Field Trip Reservation Request

**YOUR VISIT IS NOT GUARANTEED UNTIL PAYMENT IS MADE AND YOU RECEIVE CONFIRMATION.**

FAX THIS COMPLETED FORM TO: 713-682-2539  
 OR MAIL TO: 4501 WOODWAY DRIVE, HOUSTON, TX 77024  
 FOR MORE INFORMATION: WWW.HOUSTONARBORETUM.ORG

## Step 1: School Information

School Name:	Grade:	# of Classes:
School Address:	City:	State: TX      Zip code:
School Telephone:	School Fax:	
Contact name:	E-mail:	
Financial Clerk name:	E-mail:	
Home or Cell phone:	Today's Date:	
Does your group have special needs?		

## Step 2: Select Date (September – May only)

Please select three dates in order of preference. Programs are scheduled Tuesday – Friday.

____/____/____	____/____/____	____/____/____
1st Choice	2nd Choice	3rd Choice

## Step 3: Select Program

- For full day programs (9:30 a.m. – 1:00 p.m.), please bring sack lunches. Lunch will be at approximately 11:00 – 11:30 a.m. •

### Field Adventures

#### Guided Field Experience plus Discovery Room

• Min 20 students / Max 140 students, \$8\* \_\_\_\_\_ ( # of students )  
 9:30 a.m. – 1:00 p.m.

#### Guided Field Experience

• Min 20 students / Max 70 students, \$6 \_\_\_\_\_ ( # of students )  
 9:30 – 11:00 a.m.      11:30 a.m. – 1:00 p.m.

#### Discovery Room Program

• Min 15 students / Max 70 students, \$6 \_\_\_\_\_ ( # of students )

9:30 – 11:00 a.m.

11:30 a.m. – 1:00 p.m.

**Special Program**

- Min 20 students / Max 100 students, \$15/student
- **Earth Science** • **Weather** • **Custom** (circle one)

\_\_\_\_\_ ( # of students )  
 9:30 a.m. – 1:00 p.m.

**Water Quality Monitoring Program (6th – 12th)**

- Min 10 students / Max 40 students, \$10/student

\_\_\_\_\_ ( # of students )  
 9:30 a.m. – 11:30 a.m.

**Step 4: Determine Fees Due**

Description	Amount		Price	Cost
<b>Educational Programing</b>				
Field Adventures (Guided Field Experience plus Discovery Room)	_____	x	\$8.00	= \$ _____
Guided Field Experience only	_____	x	\$6.00	= \$ _____
Discovery Room Program only	_____	x	\$6.00	= \$ _____
Special Program	_____	x	\$15.00	= \$ _____
Water Quality Monitoring (6th – 12th only)	_____	x	\$10.00	= \$ _____
Free adults (chaperones/teachers) at 1:10 ratio	_____	x	\$0.00	= \$ _____
Paid adults (above the required chaperone ratio)	_____	x	\$7.00	= \$ _____

**Method of Payment**

\_ Please charge to credit card number \_\_\_\_\_ Exp. date \_\_\_\_\_

\_ Mailing a check

**Step 5: Fax or Mail this form**

**Fax number: 713-682-2539 • Houston Arboretum & Nature Center, 4501 Woodway Drive, Houston, TX 77024**

**Step 6: Payment is due in full before requested date is confirmed!** Accepted forms of payment are Organizational check, Visa, Master Card, American Express, and Discover. All checks must be made payable to Houston Arboretum & Nature Center. Late payment will result in the release of the requested trip date.

**CANCELLATIONS:** Program fees are non-refundable. Changes to enrollment after confirmation letter has been sent will result in a \$25 processing fee.

**REGISTRATION QUESTIONS?** E-mail [cspade@houstonarboretum.org](mailto:cspade@houstonarboretum.org) or call 713-366-0421.