

## SCHOOL FIELD TRIP FAQs

### **How do I schedule a field trip to Western Spirit: Scottsdale's Museum of the West?**

-Title 1 schools seeking free admission and/or supplemental transportation funding should complete and submit the TITLE 1 SCHOOL FIELD TRIP APPLICATION FORM.  
-All other schools should complete and submit the museum's FIELD TRIP REQUEST FORM.  
To download the forms, visit <http://scottsdalemuseumwest.org/education/field-trips/>

Refer to a school calendar when selecting a date for your visit so as not to conflict with school holidays and testing. Submit completed forms as an e-mail attachment to [wweber@scottsdalemuseumwest.org](mailto:wweber@scottsdalemuseumwest.org) or mail to Education Dept., Western Spirit: Scottsdale's Museum of the West at the address, below. You will receive an e-mail confirmation with important information about your visit within five (5) business days. Your reservation is not final until you receive a confirmation.

### **How far in advance should I make my reservation?**

Reserve your field trip at least two weeks in advance.

### **When can I schedule a visit for my class?**

School group visits are scheduled Tuesdays through Fridays with three entry times – 9:30 a.m., 11:00 a.m., and 12:30 p.m.

### **Is there a limit to the group size?**

A maximum of 100 students can be accommodated at each entry time.

### **Do I need to arrange to have additional adults accompany my class as chaperones?**

The requirement is one adult for every five students in grades K-8, and one adult for every ten students in grades 9-12.

### **What are the costs for a field trip?**

The discounted price for school tours is \$5 per student; chaperones are no charge within the designated ratio. The discounted price for additional adults/chaperones is \$10 each. Bus drivers are admitted at no charge. Title 1 schools should inquire about supplemental funding availability.

### **Can teachers who have booked a school tour pre-visit the museum?**

Teachers can visit for free to pre-visit the exhibits for the future school tour.

### **Can we eat our lunches at the museum?**

You are welcome to use the shaded, outside areas on the campus surrounding the museum.

### **How do we make our payment?**

Accepted forms of payment are cash, business check, credit card, and purchase order. We encourage school districts to pay via purchase order to receive an invoice. No refunds will be given for reduced attendance the day of the visit on pre-written checks.

**Additional questions? Contact our Education Department at (480) 686-9539, ext. 212 or send an email to [wweber@scottsdalemuseumwest.org](mailto:wweber@scottsdalemuseumwest.org).**

Updated 03-21-17