



## Field Trip Reservation Form

Heard Natural Science Museum & Wildlife Sanctuary  
 www.heardmuseum.org or 972-562-5566 x237

**Please Mail or Fax Reservation Form to:**

**Mail**—Attn: Reservations, The Heard Museum, One Nature Place, McKinney, TX 75069    **Fax**—972-548-9119

Name of School or Institution: \_\_\_\_\_

Teacher or Contact Name: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Field Trip Leader \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

School or Institution \_\_\_\_\_ City, State & \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

School or Institution \_\_\_\_\_ School or Institution \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number: \_\_\_\_\_

Is this a Title 1 school? \_\_\_\_\_ Please note if English is not the primary language: \_\_\_\_\_

**PLEASE NOTE:**

- A **25% NON-REFUNDABLE deposit** is due within 10 days of making your reservation. With the remaining balance due 4 weeks prior to your scheduled date.
- If you are making a reservation 4 weeks or less in advance **FULL PAYMENT** is due at time of reservation. Please attach a completed Credit Card Authorization Form or mail in the reservation form with a check payable to The Heard Museum.
- Your reservation will be canceled if your deposit/payment is not received by the due date.
- **Sending in this reservation form does not guarantee your requested date.** Confirmation for the requested date and time will be sent to the teacher listed above once availability for this request is verified by our reservation coordinator.
- Requests for all guided field trips must be received at least 6 weeks in advance.
- Requests for all group general admission field trips must be received at least 3 weeks in advance.

Please check each program you want to reserve. *Admission to exhibits included in all program fees.	1 <sup>st</sup> Choice Date, Start & Departure Time	2 <sup>nd</sup> Choice Date, Start & Departure Time	3 <sup>rd</sup> Choice Date, Start & Departure Time	# of Students	# of Adults
<input type="checkbox"/> <b>Group General Admission</b> ( <i>offered all year</i> ) Maximum size: 200 students Minimum size: 20 \$4 per child \$7 per adult					
<input type="checkbox"/> <b>Guided Trail only</b> ( <i>Sept.-May</i> ) (M-F Morning only with a start time between 9 & 10am) Maximum size: 100 students \$8 per child \$10 per adult					
<input type="checkbox"/> <b>Animal Presentation only</b> ( <i>Sept.-May</i> ) (M-F Morning only with a start time between 9 & 10am) Maximum size: 100 students \$8 per child \$10 per adult					
<input type="checkbox"/> <b>Combo of Guided Trail &amp; Animal Presentation</b> (M-F Morning only with a start time between 9 & 10am) Maximum size: 100 students \$15 per child \$19 per adult					
<input type="checkbox"/> <b>2hr Lab</b> ( <i>2<sup>nd</sup>-6<sup>th</sup> grades</i> ) ( <i>Sept.-May</i> ) <i>M-W-F, 10am-12 noon</i> \$15 per person Min. size:10 students Max. size: 20 students <input type="checkbox"/> Aqua Quest <input type="checkbox"/> Bird Biology <input type="checkbox"/> Earth Science <input type="checkbox"/> Native Plant <input type="checkbox"/> Environmental Science					
<input type="checkbox"/> <b>Backpack Trail Kit Rental</b> <b>\$25 each</b> (Available October 1 <sup>st</sup> ) Maximum size: 1 backpack per class (20-25 kids)	<b># of Backpacks Requested</b>				

- Please email me to discuss my options and/or availability.
- Please call me at the phone number above to discuss my options and/or availability. Best time to call: \_\_\_\_\_
- There's no need to call me. Please mail my confirmation packet if the request is available.

**I have read and understand The Heard Museums Payment Procedures, Field Trip Guidelines and Refund Guidelines.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_