



Garfield Park Conservatory Alliance

300 North Central Park Ave.
Chicago, IL 60624-1996

Tel. 773-638-1766

www.garfieldconservatory.org

School/ Group Field Trip Registration Form: (This is to be faxed, mailed, or e-mailed in.)

Please note the following before registering for a Field Trip to the Garfield Park Conservatory:

- Registration for a **Field Trip** via fax, mail, or e-mail is a 2 or 3-step process.
- Step 1 is to fill in the blanks of this form as completely as possible.
- Step 2 is to either fax, mail, or e-mail this form to our School Programs Facilitator. Our fax # is 1-773-638-1777. The e-mail is correay@garfieldpark.org (Mailing address us below.)
- If applicable, Step 3 is to send a check or money order or credit card information (if applicable) with a copy of this form to:
Yadira Correa | School Programs Facilitator
Garfield Park Conservatory Alliance
300 North Central Park Ave. Chicago, IL 60624-1996
- All **teachers must now pre register for their visit** to the Conservatory.
- Confirmation and a pre-visit information packet will be faxed or mailed within 14 days of receipt of request. If you do not hear from us within 14 days, please call (773) 638-1766 ext. 25.
- We recommend that teachers visit the Conservatory prior to their trip and familiarize themselves with the collection and its various habitats.
- Teachers can also download from the internet helpful guides, such as the **How to Use the Exploration Kit** or **Preparing for Your Field Trip** that includes information necessary to prepare for a visit. Pre-Visit Guide information on how to make your school visit a success can be viewed or downloaded in Adobe PDF format at www.garfieldconservatory.org.
- In order to maximize each child's experience, the Conservatory requires **1 adult for every 10 children**.
- All checks must be received no less than **two weeks** prior to the scheduled school visit.

School Field Trip and Group Registration Form (Please fill in the form below, save it, and either print it out and mail or fax back to us, or send it as an attachment via e-mail to correay@garfieldpark.org –Thanks from the Education Department.)

First Name			
Last Name			
School/Group			
Street Address			
Address (cont.)			
City			
State/Province			
Zip/Postal Code			
Phone		Best Time to Call	
Cell Phone (optional)			
Fax			
E-Mail			
Grade of Students			

Number of Students	
Number of Adults	

School Field Trip E-mail Registration Form (cont.)

School Visits are offered Monday through Friday from 9:30 a.m. to 3:30 p.m.

1st	Choice	Date:	Time:
2nd	Choice	Date:	Time:
3rd	Choice	Date:	Time:

Please indicate any special needs your group might have:

Choose From the Following School Field Trip Options: (Check All that Apply)

<input type="checkbox"/>	Option 1: Self-Guided Visit Teachers are invited to lead their groups through the collection of the Conservatory at no cost. Note: <i>All teachers must register prior to visiting.*</i>
<input type="checkbox"/>	Option 2: Self-Guided Tools Enhance your school visit with some of the educational tools we have developed for you. Please indicate below if you would like these tools prepared for you.
<input type="checkbox"/>	Option 3: Room Rental In addition to exploring the Conservatory, you may choose to rent a private room to serve as lunch space, storage of coats, and more private classroom. Please indicate this below.

Tools and Rooms Available for School Group Use:

<input type="checkbox"/>	Self-Guided Visit /"Hunting for History" Free Scavenger Hunt	Free
<input type="checkbox"/>	"Touch A Plant" Sensory Themed Scavenger Hunt (Self-Guided)- Pack of 30	\$5.00
<input type="checkbox"/>	"African Plant Tour" Geographical Themed Scavenger Hunt (Self-Guided)- Pack of 30	\$5.00
<input type="checkbox"/>	"Dinosaur Dinner" Fern Room Themed Scavenger Hunt (Self-Guided)- Pack of 30	\$5.00
<input type="checkbox"/>	"Conservatory Candy Land" Sweet Themed Scavenger Hunt (Self-Guided)- Pack of 30	\$5.00
<input type="checkbox"/>	Exploration Kit (Teacher-Guided) Rental for up to 15 students	\$25.00
<input type="checkbox"/>	Exploration Kits (Teacher-Guided) Rental for up to 30 students	\$50.00
<input type="checkbox"/>	Exploration Kits (Teacher-Guided) Rental for up to 60 Students	\$100.00
<input type="checkbox"/>	Lunch Room and Coat Storage for up to 30 Students	\$20.00
<input type="checkbox"/>	Lunch Room and Coat Storage for up to 60 Students	\$40.00

Payment Information:

Check is Enclosed:	<input type="checkbox"/>
Pay By Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express
Credit Card #:	

Expiration Date:	
Name on Card:	
Signature:	
Total Fees:	\$

Please make checks payable to: Garfield Park Conservatory Alliance

Please do not fax credit card orders: mail or e-mail only.

Thank you.

ADDITIONAL COMMENTS: