



OKLAHOMA HALL of FAME

GAYLORD-PICKENS MUSEUM

2018

FREE FIELD TRIP APPLICATION

Thanks to the generosity of our **Teen Board and Allied Arts**, the Oklahoma Hall of Fame at the Gaylord-Pickens Museum is offering **FREE FIELD TRIPS** for **3,000 STUDENTS** in the 2018 school year and summer months. The slots are available to any school or education center in Oklahoma and will be filled on a first-come, first-served basis. **In addition to free admission, educators may choose between receiving free Chick-fil-A lunch for each of the students OR a fuel stipend to help with transportation costs in the amount of \$4 per student in attendance for the field trip.**

FIELD TRIP REQUESTS

Please make your field trip request at least one month prior to the date(s) of your requested trip. Indicate two field trip date choices on the Group Reservation Form on the last page of this packet. The group contact will be notified within one week if the application and preferred date have been approved. After notification of approval, the group contact will have 10 days to confirm the date.

CANCELLATION POLICY

We understand circumstances sometimes change. In the interest of allowing others to utilize the program funds, please contact us two weeks before your tour date if you need to cancel. Every attempt will be made to reschedule the tour if additional dates and funds are available.

PLEASE MAKE RESERVATIONS BY SUBMITTING AN APPLICATION ONLINE AT OKLAHOMAHOF.COM, OR BY FILLING OUT THE ATTACHED GROUP RESERVATION FORM, AND RETURN VIA MAIL, E-MAIL, OR FAX

Oklahoma Hall of Fame | Gaylord-Pickens Museum
Attn: Free Field Trip Program
1400 Classen Drive
Oklahoma City, OK 73106
FAX | 405.521.0737
ef@oklahomahof.com

Need more information? Call Emma Fritz at 405.523.3211 with questions.

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GROUP INFORMATION

HOURS OF OPERATION

Tuesday through Friday: 9 a.m. to 5 p.m.

Saturday: 10 a.m. to 5 p.m.

The average visit is 1.5 to 2 hours. The Oklahoma Hall of Fame at the Gaylord-Pickens Museum is closed on Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Day.

DIRECTIONS & PARKING

The Oklahoma Hall of Fame is located at 1400 Classen Drive (the northwest corner of NW 13th Street and Shartel Avenue) near downtown Oklahoma City. Parking is available in the lot on the north side of the building. The parking lot can be entered from Classen Drive or Shartel Avenue. Buses and motorcoaches may load/unload passengers on the north side of the building at the main entrance (through the garden), but must park at the north end of the parking lot in the designated bus parking area.

Visit OklahomaHoF.com for detailed driving directions and maps.

ARRIVAL

Upon arrival, the group contact will need to check-in at the Museum Welcome Desk and provide the Museum Services Staff with your planned departure time and an EXACT count of students in attendance. (This number is very important as it is used to plan for scheduled lunches and/or transportation reimbursement funding).

The Gaylord-Pickens Museum is home to the Oklahoma Hall of Fame and is often used as a location for meetings and events. If the group is more than 15 minutes late, please contact the Museum to alert the staff and discuss any changes to the scheduled tour. If the group is 30 minutes late, the tour may need to be rescheduled.

MUSEUM ETIQUETTE

Teachers and chaperones should ensure students follow Museum etiquette throughout the tour. Students and chaperones must stay with the groups they have been assigned. Any type of food, beverage or gum is prohibited in the Museum's galleries. Photography, video or tape recording in the exhibits is only allowed with special permission from the Oklahoma Hall of Fame administrative staff. Please silence cell phones and pagers to refrain from disturbing other guests' Museum experience.

MUSEUM STORE

Our store supports the mission of the Oklahoma Hall of Fame by offering multiple items in the \$1-\$10 range that are of interest to students. Because of the store's small size, we ask that no more than 10-15 students enter at a time and that they be accompanied by an adult. Please inform our staff upon arrival if students will be permitted to visit the Museum Store.

GROUP GUIDELINES

To ensure the safety of our visitors and the proper care of the Museum and its exhibits, we ask that certain group guidelines be met. Any exceptions to the requirements below must be approved in writing prior to your field trip. **Student groups must include a minimum of 10 students to qualify for the free field trip program.** The following student/adult ratios are recommended.

Grades 6-12: 1 adult per 10 students

Grade 5 and below: 1 adult per 5 students

- Adult chaperones will receive complimentary admission.

LUNCH ON-SITE

The Museum is pleased to provide an on-site location for groups to eat lunch outside in the Edith Kinney Gaylord Garden or inside in an available event space, given other events or groups are not using the space. The exact location will be determined by Museum Staff and the group contact based on the number of students and weather conditions.

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GROUP RESERVATION

Application Date: _____ Group Contact: _____

School Name: _____ School District: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: _____ School Fax: _____

E-mail Address: _____ Group Contact Cell Phone: _____

Date of Visit *Option 1:* _____ *Option 2:* _____ Expected Time of Arrival: _____

No. of Students: _____ Grade of Students: _____

No. of Classes: _____ No. of Adult Chaperones: _____

As part of the Free Field Trip Program each participating school will receive ONE of the following choices: (Please select)

Chick-fil-A lunch for each student

If you select the Chick-fil-A lunch option, are there any food allergies in your group? Yes No

If Yes, please list allergy restrictions: _____

Post-visit fuel stipend (amount is based on the number of students in attendance)

If you have selected the fuel reimbursement option you may still bring in your own sack lunches to eat onsite. Would you like space reserved for lunch? YES Estimated group size: _____ NO

How did you hear about the Gaylord-Pickens Museum and/or Free Field Trip Program? *(check all that apply)*

Toured Previously Friend/Family Educator Conference E-newsletter Newspaper Television
 Social Media Radio Other _____

Signature below indicates you have read and understand the Free Field Trip Program Application Process. A signature also indicates a commitment to participate in post-visit questionnaires (which will be emailed to the group leader and must be returned to ensure delivery of transportation check, if applicable) to help determine retention of Museum curriculum, a commitment to notify the Museum if your group will be late, and the understanding that any photos taken by Museum staff of your students/group may be used for advertising purposes.

Signature

Date

FOR OFFICE USE ONLY FREE FIELD TRIP APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO _____ DATE _____ BY _____	CONFIRMATION FROM GROUP _____ DATE _____ BY _____ PRE-ARRIVAL INFO SENT _____ DATE _____ BY _____	POSTVISIT SURVEY SENT _____ DATE _____ BY _____ POSTVISIT SURVEY RECEIVED _____ DATE _____ BY _____ PO SUBMITTED _____ DATE _____ BY _____
PROGRAM REIMBURSEMENT OPTION <input type="checkbox"/> FUEL <input type="checkbox"/> LUNCH		