

FREE FIELD TRIPS!



GAYLORD-PICKENS
OKLAHOMA HERITAGE | Museum
1400 Classen Drive • Oklahoma City, OK 73106
405.235.4458 or 1.888.501.2059
FAX 405.235.2714
www.oklahomaheritage.com

Thanks to the generosity of our **Teen Board**, the Gaylord-Pickens Oklahoma Heritage Museum is offering **FREE FIELD TRIPS** for **1,500 STUDENTS** in the 2010-2011 school year. The slots are available to any school in Oklahoma and will be filled on a first-come, first-served basis.

In addition to the free admission, teachers may choose between receiving free lunch for each of the students OR a check to help with transportation costs, in the amount of \$3 per student.

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.

Within five business days of receipt of the field trip form, applicants will be notified as to whether their school group has been granted free Museum admission as part of this program. Within 10 days of notification that a group will receive free admission, the Museum must receive confirmation of the group's commitment to attend on the agreed upon date and time. Teachers will receive detailed field trip information via e-mail.

Due to the interest in this program, groups that cancel within 30 days of a free field trip cannot be rescheduled to receive a free field trip during that same month. Groups that cancel within one week of a free field trip may not be rescheduled during the same semester.

Please fill out all the Group Reservation form and return via mail, e-mail or fax to:

Gaylord-Pickens Oklahoma Heritage Museum
Attn: Free Field Trip Program
1400 Classen Drive
Oklahoma City, OK 73106
405.235.2714 FAX
mk@oklahomaheritage.com

Call Meredith Knowles at 405.523.3211 with questions.

GROUP INFORMATION



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HOURS OF OPERATION

Mondays: open for field trips by **appointment only**

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 Gaylord-Pickens Oklahoma Heritage Museum is closed on Thanksgiving Day, Christmas Day and New Year's Day.

DIRECTIONS & PARKING

The Gaylord-Pickens Museum 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 parking 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 gardens) but must park at the north end of the parking lot in the designated bus parking area. Visit www.oklahomaheritage.com for detailed driving directions and maps.

ARRIVAL

When your group arrives at the Gaylord-Pickens Museum, your group leader should come to the admissions desk to pick up stickers that must be worn by each student and chaperone. The leader should present an exact count of group members. If your group is going to be more than 15 minutes late, please contact the Museum so changes to your visit can be made as needed. If your group is going to be more than 30 minutes late, your tour will have to be rescheduled or shortened.

ORIENTATION

If you choose, your group can make use of our orientation room, complete with light boxes and marker boards for each of the five characteristics of an Oklahoman – generosity, perseverance, pioneer spirit, optimism and individuality.

MUSEUM ETIQUETTE

Any type of food, beverage or gum is prohibited in the Museum's galleries. School groups may bring sack lunches to eat while visiting the Edith Kinney Gaylord Garden or in the orientation room. Photography, video or tape recording in the exhibits is only allowed with special permission from the Gaylord-Pickens Museum administrative staff. Please silence cell phones and pagers to refrain from disturbing other guests' museum experience.

MUSEUM STORE

Our store offer 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.

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 required. Groups with fewer than 10 or without adequate adult supervision will be asked to reschedule their tour for another day when minimums can be met.

Grades 6-12: 1 adult per 10 students

Grade 5 and below: 1 adult per 5 students

GROUP RESERVATION



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Application Date: _____

School Name: _____ School District: _____

Contact Name: _____

Mailing Address: _____
Street/P.O. Box City State County Zip

Phone: _____ Fax: _____

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

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

No. of Students: _____ No. of Adult Chaperones: _____

Age(s)/Grade(s) of Students: _____

Check preference: Lunch for each student Check to assist with transportation costs *(in the amount of \$3 per student)*

Check preference: If your group does not qualify or no scholarship is available under the free field trip program, are you still interested in booking a field trip at the Gaylord-Pickens Museum on one of the above dates? Yes No

If yes, how do you plan to pay? Purchase Order Check Credit Card

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
 Radio Other _____

Signature below indicates you have read and understand the Free Field Trip Program Application Process, Group Guidelines and Group Information. A signature also indicates a commitment to participate in post-visit questionnaires 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

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|---|--|-----------------------------|
| FOR OFFICE USE ONLY FREE FIELD TRIP GRANTED <input type="checkbox"/> YES <input type="checkbox"/> NO RECEIVING <input type="checkbox"/> GAS <input type="checkbox"/> LUNCH | MOP IF NOT FUNDED <input type="checkbox"/> PO <input type="checkbox"/> CHECK <input type="checkbox"/> CC CONFIRMATION <input type="checkbox"/> E-MAIL <input type="checkbox"/> PHONE <input type="checkbox"/> FAX DATE _____ | PROCESSED BY: NAME _____ |
|---|--|-----------------------------|