

George W. Bush Presidential Library and Museum

Field Trip Request Form

The George W. Bush Presidential Library and Museum offers waived admission for K-12 field trips during the normal academic year. Please note that an inquiry into date availability does NOT constitute a reservation. You will receive a separate confirmation letter via email when your reservation is completed.

By submitting the Field Trip Request form, you acknowledge that you have read and agreed to the rules and terms outlined below. Failure of all students and chaperones to comply with these rules will result in your school's dismissal from the Museum. Please email or fax the completed Field Trip Request Form to the Visitor Services Coordinator at Bush43Visitors@nara.gov or (214) 346-1699.

Eligibility Requirements (Please check that your school group meets each requirement):

- School groups are defined as field trip requests from classroom teachers or school administrators, kindergarten through 12th grade, at recognized schools (including: public, private, charter, home school, etc...) during the academic calendar year.
- Teacher and/or other school administrative official must submit request at least **one month** in advance of desired visit date.
- Schools must provide **one** chaperone per **ten** students (i.e. 44 students=4 chaperones; 45 students=5 chaperones).
- Schools may only request to bring 50 students per 30 minute time slot (if booking multiple time slots, **schools must stagger when their buses arrive at the Museum**).
- If bringing additional chaperones, the school must request them on the Field Trip Request form to receive the reduced rate of \$10 per chaperone and make **one form of payment for all additional chaperones** upon arrival to the Museum. If additional chaperone tickets are not requested on the Field Trip Request form, any extra chaperones are subject to normal admission rates.

Please note the following rules for field trips during their Museum visit (Please check that you have read and agreed to each Museum rule):

- Chaperones must remain with their students at all times while in the exhibit galleries, classroom, Museum café, Museum store, courtyard, and Bush Center grounds.
- Food and beverages are prohibited in the Museum (this includes candy, gum, sack lunches, and water bottles) and may not be checked in the Museum coat room.
- No weapons of any kind are allowed in the Museum (this includes pocket knives of any size).
- Visitors are expected to use care with and not lean on displays or use them in a manner for which they were not intended.
- While we love to see enthusiastic students at the Museum, please remind them that they must use indoor voices and refrain from running.
- Students may take as many pictures as they would like, however, the flash must be turned off. There may be restrictions on photography in our temporary exhibits, please check with Museum staff for details.
- Students and chaperones must demonstrate courteous behavior to all Museum staff including docents, clerks, and security guards.
- Use of museum interactive components must be done with respect for fellow museum visitors.



FIELD TRIP REQUEST FORM

Date Requested _____ Entry Time Requested _____

Alternate Date _____

Name of School _____

Type of School (Public, Private, Home School, etc.) _____

Contact Name _____ E-mail Address _____

Principal Name _____ E-mail Address _____

School Mailing Address _____

Contact Phone Number _____ Campus Phone Number _____

ADDITIONAL INFORMATION REQUIRED:

Number of Students _____ Number of Required Chaperones (1 per 10 students) _____

Student Grade Level(s) _____ Number of Additional Chaperones (\$10 per person) _____

Check here if you have attached your application for funding from the George W. Bush Presidential Center Student Transportation Fund. **You MUST submit the fund request form with your Field Trip request or you will not be considered.** For information about the fund, see: <http://georgewbushlibrary.smu.edu/Teachers/Planning-a-Field-Trip%202.aspx>.

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Groups who arrive without the required number of chaperones may be asked to leave.

TO SUBMIT

Mail: George W. Bush Presidential Library and Museum
Attn: Visitor Services Coordinator
2943 SMU Boulevard
Dallas, TX 75205



Email: Bush43Visitors@nara.gov

Fax: (214) 346-1699

Attn: Visitor Services Coordinator

GEORGE W. BUSH
PRESIDENTIAL LIBRARY
AND MUSEUM

