

# 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/en/Teachers/Planning-a-Field-Trip.aspx>.

**NOTE: An inquiry into date availability does NOT constitute a reservation. You will receive a separate confirmation letter when your reservation is completed.**

**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](mailto:Bush43Visitors@nara.gov)

**Fax:** (214) 346-1699

**Attn:** Visitor Services Coordinator

GEORGE W. BUSH  
PRESIDENTIAL LIBRARY  
AND MUSEUM

