



# Field Trip Registration

Please complete this form in full and email to  
[education@riverdiscoverycenter.org](mailto:education@riverdiscoverycenter.org)

For questions or more information, please call 270-575-9958 or email [education@riverdiscoverycenter.org](mailto:education@riverdiscoverycenter.org).  
Please see program list online [www.riverdiscoverycenter.org/education](http://www.riverdiscoverycenter.org/education) for descriptions of our available programs.  
If you would like a program tailored to your classroom needs, please call or email.

*All programs must be confirmed by a River Discovery Center employee before booking is complete.*

School or Organization:

Main Contact:

Email:

Cell Phone:

Secondary Contact:

*Your cell phone number will only be used during work hours in case of an immediate need or emergency before or during the field trip.*

Grade(s):

Number of Students:

Number of Classes:

Requested Date:

Arrival Time:

Departure Time:

*You may be contacted to adjust the date or time. Arrival may be no earlier than 9:30AM.*

Please check if you plan to eat lunch on site:

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Normal Lunch Times:

Best Time to Communicate:

## Please Choose a Field Trip Program:

Standard field trips include one classroom activity, a tour, and time for the boat simulator. Please see Program List for descriptions of available programs by scanning the QR code or visiting [www.riverdiscoverycenter.org/education](http://www.riverdiscoverycenter.org/education).

Rate is \$5/student, a minimum of 15 students.

One adult per 10 students is admitted free of charge. All other adults must pay \$12 each.

Skippers is sponsored by Ingram Barge Company and is free of charge for all 3rd grade students.

Activity fees may be added for certain crafts or special presenters. This will be discussed during booking if required.

Classroom visits (classroom activity only) are \$125 for up to 2 hours. It is \$25/hour for any extra time.

## Please list 2 programs from our Program List starting with your top preference as #1.

*This is a request which may be denied due to supply or staffing issues. Please book well in advance to ensure you receive the program you want!*

1.)

2.)

## Pre-Sell Gift Shop Order Form:

We send order forms to your school or organization a few weeks prior to your field trip.

We ask that you send the form home with your children to fill out and you bring all orders the day of the field trip.

We put orders together while your students enjoy the field trip. Orders will be organized by class to be handed out when you return to the school.

**The kids love that they have an opportunity to shop, and it is hassle-free for you!**

*Please see other side.*

Please list any special students, students with disabilities, or other comments:

Field Trip Agreement

- All students and adults are asked to be respectful of all staff, volunteers, exhibits, and artifacts. Disrespect to staff and volunteers or destruction of property will not be tolerated, and that person may be asked to leave.
- All field trips must be confirmed by River Discovery Center. Please check email for confirmation. We will make contact no less than one week prior to the field trip. **If you have not heard from us, please contact us by phone at 270-575-9958. Your request may not have been received.**
- All fees **must** be paid the day of the field trip unless other arrangements have been made prior to arrival. We accept most major credit cards and checks.
- Teachers and parents are welcome to join the tour/lesson. One adult/teacher is allowed free entry per every 10 children. Additional guests will be charged regular admission.
- Please see Teacher FAQs on our website or email [education@riverdiscoverycenter.org](mailto:education@riverdiscoverycenter.org) for questions.
- By signing below, you agree to these policies.

Signature:

Date:

For Office Use Only

Date Received:

Payment Type:

Total Due:

Date Paid:

Employee Signature: