



## **Booking and Planning Your School Program**

**Thank you for your interest in bringing students to experience the Idaho State Museum!**

### **Booking your School Program**

- At least two weeks prior, identify the date you wish to bring your students and contact the Museum, either by calling or filling out the Field Trip Interest Form on our website. Field Trip programs are available Tuesday-Friday, from 9:30 a.m. to 2:30 p.m.
- After your program date and time has been requested, an educator will be in touch with you to confirm details, and then a confirmation email will be sent to you.
- Program fees are due two weeks before your scheduled program.
- Teachers, Bus Drivers, Student Teachers, and Paraprofessionals are admitted free. One parent per 10 students is also admitted free.
- A limited number of Title 1 classrooms (10) can receive programming at no-cost. An application for funding can be found on our website.
- Classrooms can reserve space to eat lunch in the Lewis and Clark Pavilion or request to eat in the classroom lab. Please let staff know when booking if you would like to eat on the Museum grounds or in the lab. The Museum is located in Julia Davis Park, so eating lunch in the park is also an option.

### **Before your Visit**

- **Payment is due two weeks before your program.**
- Idaho State Museum accepts cash, check, Master Card and Visa.
  - A combination of payment forms can be used.
  - Teachers are responsible for collecting money from students and/or additional adults.

- Credits will be made to client accounts for any payments made directly to the museum. We are also able to invoice schools, as needed. Please contact [Kate Lange](#) to request an invoice.

## **Cancellations**

- Cancellation notice of 2 weeks is required for all programs to receive a full refund. Cancellations with less than 2 weeks' notice are nonrefundable but may be rescheduled within a 12-month period. If the trip is canceled due to inclement weather, schools will be given the opportunity to reschedule if possible or the payment will be returned in full.
- Idaho State Museum reserves Mondays to reschedule programs cancelled due to weather.

## **Arriving for your Visit**

- **Arrive 15 minutes before the scheduled start time.**
- Advise the bus driver(s) to drop off students in front of the museum.
- Buses can park in Julia Davis Park during the program.

[Bus Route Julia Davis Park](#)

## **After your Visit**

- A program evaluation will be emailed to you. We would be grateful for your response so that we can continue to provide quality school programs.