

Field Trip Request Form

Requested Date of Trip: _____

Arrival Time: _____ Departure Time: _____

School Name: _____

Grade/Age of Group: _____

School Address: _____

Field Trip Coordinator Name: _____

Field Trip Coordinator Email: _____

Field Trip Coordinator Cell #: _____

Total Number of Students/Adults: _____

Names and Cell# of Adults/Chaperones: _____

Special Needs: _____

Field Trip Choices:

*Check all that apply

☐ **Course of Study Standards Field Trip** – up to 4 hours will be reserved for your group to enjoy The ATTA experience at your leisure (maximum group size 20)

☐ **2\$ Add-On: Turing Tumble Computer Activity** – 45 minutes to 1 hour classroom activity, then up to 3 hours free exploration; entire group will participate in The Turing Tumble experience, learning some computer basics on a mechanical computer and then spend the remainder of their time enjoying The ATTA (maximum 20 students)

of Visitors and Fees:

One teacher and bus driver are free. Minimum fee of \$120 per fieldtrip.

Fee/# of students: _____ \$10/student (+\$2/student for Turing Tumble Activity)

Fee/# of adults: _____ \$12/adult

Fee TOTAL: \$ _____

Field Trip times are from 9am to 2pm (Contact us for other options)

The Gift Shop will be open the last hour of your visit

Fieldtrip Conduct:

- One chaperone for every 10 students.
- Use inside voices.
- Take your time and enjoy The ATTA – walk, do not run.
- Silence cell phones and electronics.
- Leave backpacks at school.
- Photography is allowed. Please share your photos with us! Use #TheATTA.
- No Food, drinks, candy, or chewing gum allowed unless pre-approved.
- No smoking, vaping, or alcoholic beverages anywhere on The ATTA premises.
- Teachers are responsible for their students' behavior and should monitor them at all times.
- Always follow the instructions of The ATTA staff.
- Park in the lot on Doswell Street on the east side of The ATTA.

Lunch Options:

- Jimmy's Bar-B-Q (334-585-0312): Call ahead for group meals
- Huggin' Molly's (334-585-7000): Call ahead for group meals
- Subway and McDonald's

Payment and Cancellation Policy:

Return both pages completed and signed to Monica@The-ATTA.org.

Once this fieldtrip reservation form has been received and reviewed, we will contact the Fieldtrip Coordinator to book the date and get your educational purchase order. This will be followed by a confirmation email with all the details. \$100 deposit due to reserve date and remainder payment due the day of your trip.

Cancellation: You must cancel your trip in writing to the above email address. \$100 of the total payment will be a non-refundable deposit. If you cancel 15-30 days prior to your trip, you will owe 50% of the total fee or \$100, whichever is greater. If you cancel less than 14 days from your trip, you will owe the full amount charged. These are necessary to protect The ATTA from cancellations that do not allow enough time to schedule other groups.

I have completed and understand the information presented in this form and agree to the fees and guidelines listed here.

Field Trip Coordinator Signature _____

Date _____

School Name: _____

Purchase Order # _____

Invoice # _____