



Field Trips, School Outreach, & Event Participation Requests

ADMISSION: Free of Charge

SCAVENGER HUNT/ SELF-GUIDED MUSEUM TOURS: Available during normal operating hours. Must be booked at least 2 weeks prior to scheduled visit.

ADD-ON STUDENT WORKSHOPS: Available Monday and Wednesday through Friday during normal operating hours. Must be booked at least 2 weeks prior to scheduled visit.

PROGRAMS: In-class workshops as well as afterhours drop-in programming (for fairs, festivals, open houses, etc.) are available. Programs must be booked at least 2 weeks in advance.

VIRTUAL WORKSHOPS: Available Monday and Tuesday 10am-4pm. Must be booked at least 2 weeks in advance.

TO REQUEST A PROGRAM, PLEASE PROVIDE THE FOLLOWING INFORMATION:

SCHOOL/ORGANIZATION:		
SCHOOL/ORGAIZATION ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT PERSON:		
EMAIL ADDRESS:		
PHONE #:	# OF STUDENTS/PARTICIPANTS:	
CELL PHONE #:	AGE / GRADE RANGE:	
TOTAL NUMBER OF ADULTS / CHAPERONES (MIN. 1 PER 10 STUDENTS REQUIRED):		
ARRIVAL TIME:	DEPARTURE TIME:	

TYPE OF VISIT/PROGRAM REQUESTED:

Workshop

- Museum location OR
- In-class location OR
- Virtual

Workshop Topic (select any of interest)

- Light and Periscopes
- Simple Machines
- Nautical Communication
- Circuitry
- Robots VS Machines
- 3D Printing

Event Participation

- (fair, festival, open house, etc.)

DATE PREFERENCES:

1ST CHOICE: _____

2ND CHOICE: _____

3RD CHOICE: _____

Are your students in need of lunch space?

- Yes
- No

SUBMIT FORM TO: NUM_Education@us.navy.mil

MUSEUM HOURS: 10AM—4PM Daily, closed Tuesdays



CONFIRMED:

Date: _____

Time: _____

Office use only.

In order for your student to have the best experience possible, we ask that your group observe the following:

1. Our **chaperone-to-student ratio is 1:10**; we require one chaperone for every ten students visiting the museum. We need every teacher/chaperone to **actively participate and engage the students** with the activities they undertake. It is vital that chaperones/teachers remain with their students/children. **All participants shall maintain orderly and respectful behavior at ALL times.**
2. Groups will rotate as a class through the activity stations per the schedule provided. Please make sure each teacher and chaperone has a copy of the schedule prior to arrival.
3. Safety is of the utmost importance. Program staff will be operating equipment and running each workshop. **Safety glasses may be required for some activities.** The expectation is that everyone will wear any required/provided protective gear.
4. Please **bring one pencil per student.**
5. **Backpacks are not permitted** in the museum (except teacher/chaperone packs) and **WE DO NOT HAVE SPACE TO STORE BACKPACKS** for every student participating in the program. Leave backpacks behind or on the bus.
6. **Food, drinks, and chewing gum are not permitted in exhibit areas.**
7. **The Museum has an indoor lunchroom facility, lunches may be eaten in the lunchroom or the plaza outside the museum.** Please bring lunches in a bin or similar container to be stored until your class' designated lunch period. Lunches may be stored in the museum until your designated lunch break.
8. All students, chaperones, and teachers must **wear nametags** for the duration of their visit to the Museum.