



# 2023 Schools on Safari Field Trip Request Form

Use this form to start the process of reserving a **Schools on Safari Field Trip Package**, which includes Zoo Admission, scheduled educational presentation, and (optional) scheduled train ride add-on. For admission only, or admission and a la carte train tickets, please contact the Group Sales team at 765-807-1542.

**School Name\*** \_\_\_\_\_

**School Office Phone\*** ( \_\_\_\_\_ ) \_\_\_\_\_

**School Address\*** \_\_\_\_\_

**Who will serve as CONTACT PERSON for this reservation?**

Teacher Name\* \_\_\_\_\_

Email\* \_\_\_\_\_

Day Time Phone (if different from school office) \_\_\_\_\_

## 2023 Schools on Safari Fees (per person)

### \$4 without train –or– \$5 with option train ride

At check in we will collect final attendance numbers. Your school will be invoiced only for students and staff, payment is due 30 days after your visit.

Parent chaperones should plan to pay admission (and buy optional train tickets) at the regular admissions gate. **Sorry, parent chaperones are not permitted to attend the classroom presentations.**

**Tell us about your field trip group!** Please complete the following information for all classes to be included on this reservation. Please note that our fire code limits are used to determine which classroom we reserve for each group. Therefore, please provide the maximum expected number of individuals.

	<b>Grade*</b>	<b># students*</b>	<b>Teacher Name*</b>	<b>Email (*all required)</b>	<b># additional staff*</b> <small>Do NOT include parent chaperones</small>	<b>Include scheduled train ride? (+\$1 pp)*</b>
<b>Class A:</b>	_____	_____	_____	_____	_____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Class B:</b>	_____	_____	_____	_____	_____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Class C:</b>	_____	_____	_____	_____	_____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Class D:</b>	_____	_____	_____	_____	_____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Class E:</b>	_____	_____	_____	_____	_____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Class F:</b>	_____	_____	_____	_____	_____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Class G:</b>	_____	_____	_____	_____	_____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Class H:</b>	_____	_____	_____	_____	_____	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

## Let's Talk **AVAILABILITY** Now.

Preferred field trip date \_\_\_\_\_

Alternate dates: 2nd choice \_\_\_\_\_

3rd choice \_\_\_\_\_

Field trip cut off date \_\_\_\_\_

4th choice \_\_\_\_\_

### What is the earliest time you can realistically arrive on-site and be ready to receive scheduled services?

Please factor in enough time for travel, traffic delays, finding bus parking, loading and unloading students, foot transit across the park, bathroom stops, and the check-in process when answering.

We can be ready at\* \_\_\_\_ : \_\_\_\_\_  am  pm (Eastern Standard Time)

### What time do you need to be back on the bus to return to school?

We must depart by\* \_\_\_\_ : \_\_\_\_\_  am  pm (Eastern Standard Time)

## Additional Info?

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### What Comes Next?

- The Schools on Safari Coordinator will evaluate requests in the order in which they are received. Please note, incomplete request forms will not be evaluated until all information is received. For the best choice of dates, please double check your request form for accuracy and completion. Capacity is limited!
- You will receive an email from [zooeducation@lafayette.in.gov](mailto:zooeducation@lafayette.in.gov) with the best fit schedule we can offer or follow up questions as soon as possible. **Please be patient** - due to the volume of requests we receive and limited staff it can take several days to receive a tentative schedule.
- Once you receive your tentative schedule you can either confirm the reservation or request adjustments. Please respond promptly, as we can only hold tentative schedules for 2 business days. Please note to provide services to as many schools as possible, classes of 20 or under are often scheduled in our smaller classroom. If your enrollment increases beyond 22 students, it is imperative that you contact us immediately to see if we can reschedule you to the larger classroom. This is driven by fire code limitations.
- **DO NOT PREPAY.** Your school will be invoiced for the actual number of attendees (staff and students) collected at check-in. Weather cancellations can rarely be rescheduled so we do not accept prepayment for Schools on Safari. A Field Trip Packet will arrive by email approximately 2-3 weeks prior to your visit date with additional information. Contact us at [zooeducation@lafayette.in.gov](mailto:zooeducation@lafayette.in.gov) with questions!