



Wenatchee Valley Museum and Cultural Center



Field Trip Request Form

Name: _____ School/Organization: _____

Phone Number: _____ Email: _____

Grade Level: _____ Number of Participants: _____

Requested Date/Time: (please list three) (between 10:00am-2:30pm)

1) _____

2) _____

3) _____

Today's Date: _____

We offer **90-minute** tours available Tuesday-Friday **10:00 AM-4:00 PM**. (Please Choose THREE from the following exhibit options):

____ Wenatchi Culture

____ Clovis

____ Fur Trade

____ Apple Industry

____ Pangborn

____ Train Exhibit

____ Current Main Exhibit

Field Trip Tours are available **Tuesday-Friday 10:00 am-4:00 pm**. We ask that you have at least one adult for every 10 students. Payment can be made at the front desk at the time of your visit, or we would be happy to send you what you need in advance so you can complete a purchase order. The cost is \$4 per person for a guided tour and \$2 for a self-guided tour, adults and chaperones are free. Field trip requests must be made a minimum of **two weeks** in advance.

Purchase Order# _____

Please submit this completed form to ttrotter@wvmcc.org or send it to:

ATTN: Education Dept

Wenatchee Valley Museum and Cultural Center

THANK YOU,

WVMCC Education Team

Field Trip Protocol & Agreement

Welcome to the Museum!

We're so glad you're planning a visit! Below is everything you need to know to ensure a smooth, fun, and educational field trip experience for your students.

By attending a museum tour, you agree that you and your students will adhere to the rules and expectations outlined below.

Tour Overview

Our field trips include a **90-minute guided tour**, featuring a selection of our key exhibits:

- Pangborn Aviation
- Apple Industry
- Fur Trade
- Wenatchi Peoples
- Train Exhibit
- Current Main Exhibit

You may select up to three exhibits for your group's tour.

Scheduling & Hours

- Field trip tours are available **Tuesday through Friday**, between **10:00 AM and 4:00 PM**.
 - If you require **lunch accommodations** or **bus schedule flexibility**, please coordinate **in advance** with the field trip coordinator.
 - We recommend using **Centennial Park**, located at the **southwest corner** of the building (corner of Wenatchee Avenue and Yakima Street), for lunch or outdoor breaks.
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Chaperone Requirements

- Please bring **at least one adult for every 10 students**.
 - Chaperones are expected to help manage behavior and support student engagement during the tour. Please make sure they receive a copy of the attached chaperone guide for the trip.
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Multiple Classes?


- If more than one class is attending, we require a **separate email contact for each participating teacher**.
 - A personalized schedule will be sent to each teacher by museum staff prior to your visit.
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Conduct & Expectations

- All guests are expected to act respectfully toward museum staff, docents, exhibits, and each other.
- **Teachers and chaperones are responsible** for student behavior throughout the visit.
- Please have a **backup plan** in place for any students who may need to leave the tour early due to disciplinary reasons.

Misconduct may include:

- Unsafe behavior
- Disregard for rules
- Actions that risk damage to museum property

 **Note: No refunds will be issued** to individuals or groups asked to leave the museum early due to behavioral concerns.

Payment Information

- Cost: **\$4.00 per student**
 - Payment can be made at the front desk on the day of your visit.
 - Alternatively, we can send an invoice in advance to assist with **purchase order processing**.
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We Can't Wait to See You!

Thank you for choosing to make the museum part of your students' learning journey. Your partnership helps create a meaningful, respectful, and fun experience for everyone!

Chaperone Guide

Dear Chaperone,

Welcome, and thank you for being here today!

As a chaperone, you play a vital role in the success of this field trip. Please note that **you are in charge of your group's participation and conduct** throughout the visit. We ask that you actively manage your group to ensure they are following the museum rules and expectations—these are included here for you to reference or remind students of at any time.

Don't hesitate to **pause the tour to redirect your group** if behavior becomes unruly or distracting. Your leadership is important, and our staff appreciates your support.

If you feel that an individual or your entire group needs to end the tour due to misconduct, safety concerns, or for any other reason, please notify museum staff immediately—we are here to support you.

A few additional reminders:

- **Do not leave your group unattended** at any time.
- Please **avoid cell phone use** during the tour unless it is an emergency.

We truly appreciate your help in making this a fun and meaningful experience for everyone.

Enjoy your time at the museum!

RULES & EXPECTATIONS

- **Be respectful** — to people, exhibits, and materials.
- **Stay with your chaperone** — no wandering.
- **Move as a group** — don't go ahead or fall behind.
- **Hands off** unless a teacher says it's okay.
- **Inside = quiet and calm.**
- **Outside = loud and active**

Fire Evacuation:

In case of a fire alarm, **follow the nearest exit** and gather in Centennial Park at the **southwest corner of the building**, at the intersection of **Yakima and Wenatchee Ave.**