

# FREE FIELD TRIPS!



GAYLORD-PICKENS  
OKLAHOMA HERITAGE | Museum  
1400 Classen Drive • Oklahoma City, OK 73106  
405.235.4458 or 1.888.501.2059  
FAX 405.235.2714  
www.oklahomaheritage.com

Thanks to the generosity of the **Dell Foundation** and the **Oklahoma Heritage Association's Teen Board**, the Gaylord-Pickens Oklahoma Heritage Museum is offering **FREE FIELD TRIPS** for **4,500 STUDENTS** in the 2009-2010 school year. Approximately half of the slots are available to any school in Oklahoma and will be filled on a first-come, first-served basis, and the other half are specifically allocated to at-risk schools in Oklahoma County.

**In addition to the free admission, teachers may choose between receiving free lunch for each of the students OR a check to help with transportation costs, in the amount of \$3 per student.** The information you fill out on the Group Reservation form will help us determine which type of free field trip your school qualifies for.

## FIELD TRIP REQUESTS

Please make your field trip request at least one month prior to the date(s) of your requested trip. Indicate two field trip date choices on the Group Reservation form on the last page of this packet.

Within five business days of receipt of the field trip form, applicants will be notified as to whether their school group has been granted free Museum admission as part of this program. Within 10 days of notification that a group will receive free admission, the Museum must receive confirmation of the group's commitment to attend on the agreed upon date and time. Teachers will receive detailed field trip information via e-mail.

Due to the interest in this program, groups that cancel within 30 days of a free field trip cannot be rescheduled to receive a free field trip during that same month. Groups that cancel within one week of a free field trip may not be rescheduled during the same semester.

Please fill out all the Group Reservation form and return via mail, e-mail or fax to:

Gaylord-Pickens Oklahoma Heritage Museum  
Attn: Free Field Trip Program  
1400 Classen Drive  
Oklahoma City, OK 73106  
405.235.2714 FAX  
mk@oklahomaheritage.com

Call Meredith Knowles at 405.523.3211 with questions.

## THANK YOU TO OUR SPONSORS:



OKLAHOMA HERITAGE  
ASSOCIATION  
TEEN BOARD

# GROUP INFORMATION



GAYLORD-PICKENS

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## HOURS OF OPERATION

Mondays: open for field trips by **appointment only**

Tuesday through Friday: 9 a.m. to 5 p.m.

Saturday: 10 a.m. to 5 p.m.

The average visit is 1.5 to 2 hours. The Gaylord-Pickens Oklahoma Heritage Museum is closed on Thanksgiving Day, Christmas Day and New Year's Day.

## DIRECTIONS & PARKING

The Gaylord-Pickens Museum is located at 1400 Classen Drive (the northwest corner of NW 13th Street and Shartel Avenue) near downtown Oklahoma City. Parking is available in the parking lot on the north side of the building. The parking lot can be entered from Classen Drive or Shartel Avenue. Buses and motorcoaches may load/unload passengers on the north side of the building at the main entrance (through the gardens) but must park at the north end of the parking lot in the designated bus parking area. Visit [www.oklahomaheritage.com](http://www.oklahomaheritage.com) for detailed driving directions and maps.

## ARRIVAL

When your group arrives at the Gaylord-Pickens Museum, your group leader should come to the admissions desk to pick up stickers that must be worn by each student and chaperone. The leader should present an exact count of group members. If your group is going to be more than 15 minutes late, please contact the Museum so changes to your visit can be made as needed. If your group is going to be more than 30 minutes late, your tour will have to be rescheduled or shortened.

## ORIENTATION

If you choose, your group can make use of our orientation room, complete with light boxes and marker boards for each of the five characteristics of an Oklahoman – generosity, perseverance, pioneer spirit, optimism and individuality.

## MUSEUM ETIQUETTE

Any type of food, beverage or gum is prohibited in the Museum's galleries. School groups may bring sack lunches to eat while visiting the Edith Kinney Gaylord Garden or in the orientation room. Photography, video or tape recording in the exhibits is only allowed with special permission from the Gaylord-Pickens Museum administrative staff. Please silence cell phones and pagers to refrain from disturbing other guests' museum experience.

## MUSEUM STORE

Our store offer multiple items in the \$1-\$10 range that are of interest to students. Because of the store's small size, we ask that no more than 10-15 students enter at a time and that they be accompanied by an adult.

## GROUP GUIDELINES

To ensure the safety of our visitors and the proper care of the Museum and its exhibits, we ask that certain group guidelines be met. Any exceptions to the requirements below must be approved in writing prior to your field trip. Student groups must include a minimum of 10 students to qualify for the free field trip program. The following student/adult ratios are required. Groups with fewer than 10 or without adequate adult supervision will be asked to reschedule their tour for another day when minimums can be met.

Grades 6-12: 1 adult per 10 students

Grade 5 and below: 1 adult per 5 students

# GROUP RESERVATION



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Application Date: \_\_\_\_\_

School Name: \_\_\_\_\_ School District: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/P.O. Box City State County Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Group Leader Cell Phone: \_\_\_\_\_

Date of Visit *Option 1:* \_\_\_\_\_ *Option 2:* \_\_\_\_\_ Expected Time of Arrival: \_\_\_\_\_

No. of Students: \_\_\_\_\_ No. of Adult Chaperones: \_\_\_\_\_

Age(s)/Grade(s) of Students: \_\_\_\_\_

Percent of students at your school receiving free or reduced lunches \_\_\_\_\_

Check preference:  Lunch for each student  Check to assist with transportation costs *(in the amount of \$3 per student)*

Check preference: If your group does not qualify or no scholarship is available under the free field trip program, are you still interested in booking a field trip at the Gaylord-Pickens Museum on one of the above dates?  Yes  No

If yes, how do you plan to pay?  Purchase Order  Check  Credit Card

How did you hear about the Gaylord-Pickens Museum and/or Free Field Trip program? *(check all that apply)*

Toured previously  Friend/family  Educator conference  E-newsletter  Newspaper  Television  
 Radio  Other \_\_\_\_\_

Are you a member of the Oklahoma Heritage Association & Gaylord Pickens Museum?  Yes  No

Are you interested in learning more about the benefits of our Educator Membership?  Yes  No

Signature below indicates you have read and understand the Free Field Trip Program Application Process, Group Guidelines and Group Information. A signature also indicates a commitment to participate in post-visit questionnaires to help determine retention of Museum curriculum and a commitment to notify the Museum if your group will be late.

<i>Signature</i>		<i>Date</i>
<b>FOR OFFICE USE ONLY</b>  FUNDING <input type="checkbox"/> DELL <input type="checkbox"/> TEEN BOARD  <input type="checkbox"/> MOP IF NOT FUNDED <input type="checkbox"/> PO <input type="checkbox"/> CHECK <input type="checkbox"/> CC	AT-RISK <input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> GAS <input type="checkbox"/> LUNCH  MEMBER INFO <input type="checkbox"/> YES <input type="checkbox"/> NO	CONFIRMATION <input type="checkbox"/> E-MAIL <input type="checkbox"/> PHONE <input type="checkbox"/> FAX DATE _____  PROCESSED BY: NAME _____ DATE _____