



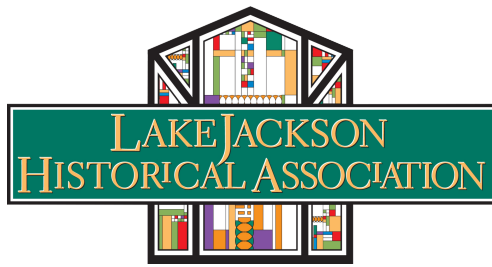
## Field Trip Scheduling Procedures

The Lake Jackson Historical Association is excited to offer free field trips to public, private, and homeschool classes! Below are the steps to request a field trip:

1. See the Field Trip Request Form (next page). This form can be filled out electronically, or printed, handwritten, and scanned.
2. Once the form is completed, email it to our Youth Education and Programming Coordinator, Jordan Weaver, at [jordan@ljhistory.org](mailto:jordan@ljhistory.org).
3. You will receive a confirmation email from Jordan with follow-up information regarding specific scheduling details.
4. Please feel free to contact us with any questions as you are filling out the rental form at (979) 297-1570 or [jordan@ljhistory.org](mailto:jordan@ljhistory.org).

Helpful information and tips:

1. We ask that field trips be scheduled at least 4 weeks in advance, but you are welcome to schedule sooner! Between managing our three locations and putting on programming events, our calendar fills up quickly.
2. Our field trips are generally half-day events.
3. Choose which site you would like to visit. We manage the Lake Jackson Historical Museum, Alden B. Dow Office Museum, and Jackson Plantation Historical Site.
4. Please note, the Alden B. Dow Office Museum can accommodate roughly 30 people at a time.
5. We offer free TEKS aligned pre and post visit lesson plans to go along with our field trips! They can be found on our website, [ljhistory.org](http://ljhistory.org), under the “education” tab.
6. We ask for first choice and second choice field trip dates. We will do our best to accommodate your first choice, but we ask that you include both in case there is a scheduling conflict with the first date.
7. We will need a point of contact to finalize details regarding your field trip. This can be you, your Team Leader, Instructional Coach, or a member of Administration! Please have this person complete the Field Trip Request Form.
8. Our goal is to keep field trip groups under 75 people at a time in order to provide a quality educational experience to all students. If your group is larger, that is no problem! We will work with you to split the group into a morning group and afternoon group, or spread it out between two days if needed.



## Field Trip Request Form

Contact Person: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Site you would like to visit: \_\_\_\_\_

School/Organization: \_\_\_\_\_ District: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Number of classes attending: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates Preferred: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

School Hours: \_\_\_\_\_

Do you plan to eat lunch during the field trip? \_\_\_\_\_

What topics are you covering in class around the time of the field trip? \_\_\_\_\_

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Is there a particular topic or exhibit you would like us to emphasize?

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Does anyone in your group need special accommodations? \_\_\_\_\_

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