

School Visit Request Form

Lewis and Clark National Historic Trail Interpretive Center

Tour Date: _____ (Circle one): Sun Mon Tue Wed Thur Fri
Month - Day - Year (We are closed on Mondays from Oct 1 through Apr 30)

Arrival Time: _____ a.m. p.m. Departure Time: _____ a.m. p.m.

School Coordinator: _____ Daytime Phone: _____

School Name: _____ Evening Phone: _____

Mailing Address: _____ Email: _____

City, State Zip: _____

Full Education Program runs Oct 1, 2008–Jun 12, 2009. NO weekends or Mondays (until we open on Mondays)

Grand Tours run April 14, 2009 – Jun 5, 2009, but NO weekends or Mondays

Fill Full Ed slots FIRST, then 10:30 Grand Tour. Fill 1:30 p.m. Grand Tour slot LAST.

(Check one):

Full Ed Program 9:30 a.m. or 12:30 p.m. (70 Max) \$3

Grand Tour Program 10:30 a.m. or 1:30 p.m. (40 Max) \$3

School is over 100 miles from LCIC and qualifies for LCIC Foundation Funding (Oct-Mar only)

Grade Level: _____ Full Ed Program Choice: _____

Remarks (special needs, requests, notes, etc.): _____

EDUCATION GROUPS (Estimate) (Filled in by person taking reservation)

____ Students \$3
____ Students \$2 (Dec, Jan & Feb only)
____ Chaperones (1 per 10 Students) Free *
____ Additional Adults \$6 (Groups-20 or more)
____ Additional Adults \$8
____ Non-rec Aides/Drivers Free *
____ Total Expected

**Do Not Click In Chaperones/Drivers on the Front Desk Counter.*

EDUCATION GROUPS (Actual Attendance) (Filled in by Fee Collector)

____ Students \$3
____ Students \$2 (Dec, Jan & Feb only)
____ Chaperones (1 per 10 Students) Free *
____ Additional Adults \$6 (Groups-20 or more)
____ Additional Adults \$8
____ Non-rec Aides/Drivers Free *
____ Total Actual Attendance

**Do Not Click In Chaperones/Drivers on the Front Desk Counter.*

Payment Method (Check one)

Check/Cash Purchase Order Credit Card Great Falls School Billing Helena School Billing

Date Request Taken: _____ Request Taken By: _____

FOR ALL TOUR GROUPS:

____ Fee schedule discussed
____ Request added to calendar (note RC for Full Ed Program)
____ Form inserted in binder by date/time
____ Request entered into computer

FOR EDUCATION GROUPS:

____ Chaperone requirements discussed
____ Ed copies to Ed Coord for confirmation
____ Pre-visit package mailed