



Betty Barker / Anita B. Richmond  
**CHILDREN'S DISCOVERY MUSEUM OF THE DESERT**  
71-701 Gerald Ford Drive, Rancho Mirage, CA 92270  
(760) 321-0602 ▪ Fax: (760) 321-3282 ▪ [www.cdmod.org](http://www.cdmod.org)

### **2018-2019 SCHOOL TOUR REQUEST FORM**

Please, read carefully and complete all questions. This packet *along with a non-refundable 50% deposit* is needed to confirm your requested date. Your date is not confirmed until you are contacted by our School Tour Coordinator to verify availability. (If requesting more than one visit, please, submit one form per visit.)

#### **School/Organization Information**

School/Organization Name: \_\_\_\_\_

School/Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School/Organization Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

#### **Primary Contact Information (Fill out completely)**

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Date and Arrival Time:** Choose length of Museum exploration and list three School Tour dates.

☐ 1 hour of Museum Exploration      *or*      ☐ 2 hours of Museum Exploration

1<sup>st</sup> Choice Date: \_\_\_\_\_ ☐ 9:30 a.m. start      *or*      ☐ 10:30 a.m. start

2<sup>nd</sup> Choice Date: \_\_\_\_\_ ☐ 9:30 a.m. start      *or*      ☐ 10:30 a.m. start

3<sup>rd</sup> Choice Date: \_\_\_\_\_ ☐ 9:30 a.m. start      *or*      ☐ 10:30 a.m. start

☐ I would like to reserve an area for lunch at \_\_\_\_\_ a.m. *or* p.m.

**Grade Level(s) Attending:** \_\_\_\_\_ **Number of Classes:** \_\_\_\_\_ **Number of Students:** \_\_\_\_\_

**Number of Chaperones Attending:** \_\_\_\_\_ We require 1 adult for every 5 children, not to include the teacher.

Chaperones in ratio are complimentary. Additional Chaperones above the required ratio will be charged our admission fee of \$9.95.

**Additional Information:** *special needs, accommodations, etc.*

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**Hands-On Lesson:** Choose the same number of lessons as the number of classes attending.

*For detailed descriptions of each field trip option, visit [www.cdmod.org/Hands-On-Lessons](http://www.cdmod.org/Hands-On-Lessons)*

- ☐ When A Line Bends (Pre-K/TK)      ☐ Ramps and Rollers (K)
- ☐ Amazing Animal Adaptations (1<sup>st</sup>-6<sup>th</sup>)      ☐ Robotic Hexbug Habitat (1<sup>st</sup>-6<sup>th</sup>)      ☐ Water Wise (1<sup>st</sup>-6<sup>th</sup>)
- ☐ Radical Reflections (1<sup>st</sup>-3<sup>rd</sup>)      ☐ Fibonacci Art: Math in Nature (4<sup>th</sup>-6<sup>th</sup>)

For office use: School Name: \_\_\_\_\_ Visit Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_



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### **2018-209 School Tour Policies and Procedures Contract**

By initialing each section, you agree to Children's Discovery Museum of the Desert's (CDMOD) School Tour Policies and Procedures. All sections must be completed or your request will be considered incomplete and will not be processed.

**Please list each participating teacher's name and email:**

Lead Teacher Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Teacher Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Teacher Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

#### **School Tour Policy and Procedure:**

1. Your 50% deposit is non-refundable.
2. If more students than you paid for arrive at the museum, payment for each additional student will be required at the time of the tour.
3. We do not accept guest passes or memberships for School Tour visits.
4. Upon CDMOD's receipt of your School Tour Request and deposit, we will contact you via e-mail to confirm that the date you requested is available and has been secured for your trip.
5. The balance of the School Tour is due in-full 3 weeks before your visit.
  - a. We cannot accept Purchase Orders.
  - b. If you need an invoice to process payment, we can provide you with one.
6. Once final payment has been received by CDMOD, a Final Confirmation will be sent to the primary contact. This includes: pre-visit lessons, chaperone guides, and parent letter.
7. CDMOD will not refund any amount for children and/or adults who do not attend the field trip.

**Please Initial:** \_\_\_\_\_

#### **Cancellation/Refund Policy and Procedure:**

Children's Discovery Museum of the Desert reserves the right to cancel this agreement if payment deadlines are not met. School Tour Reservation dates may be rescheduled up to 15 business days in advance of the visit date with no penalty. If a school/organization must cancel their reservation less than the specified time, the deposit will be retained due to potential loss of revenue. CDMOD **will cancel** the School Tour visit if payment is not received by the final payment due date and deposit will be forfeited. Cancellations are not official until the school/organization receives a written confirmation from the School Tour Coordinator.

**Please Initial:** \_\_\_\_\_

#### **For other questions, contact the School Tour Coordinator:**

71-701 Gerald Ford Drive, Rancho Mirage, CA 92270

Phone: (760) 321-0602 ext. 111

E-mail: [schooltours@cdmod.org](mailto:schooltours@cdmod.org)

Website: [www.cdmod.org/schooltours](http://www.cdmod.org/schooltours)

For office use: School Name: \_\_\_\_\_ Visit Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_



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### **2018-2019 School Tour Payment Form and Policies**

#### **Deposit Information:**

**A non-refundable 50% deposit is due with** Children's Discovery Museum of the Desert's initial receipt of the completed Field Trip Contract. If your requested School Tour dates are unavailable, the deposit will not be processed until a date has been agreed upon between Children's Discovery Museum of the Desert and the school/organization booking a School Tour.

**If a deposit is not received, reservation dates will not be held.**

**Method of Payment:**      ☐ Credit Card      ☐ Check (#\_\_\_\_\_)      ☐ Cash

#### **Credit Card Authorization:**

Name of Cardholder (Please Print): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount to be Charged: \$ \_\_\_\_\_

#### **Payment Information:**

##### **Final balance is due three (3) weeks prior to field trip date.**

A \$35 late fee will be charged for payments made after the due date, unless arrangements are made with the School Tour Coordinator. Failure to communicate with the Field Trip Coordinator regarding payments after the due date provided will be charged the late fee. Reservations are subject to cancellation if payments are not received by the required date. Deposits are non-refundable, but a new date may be reserved with initial deposit according to the cancellation/refund policy. After initial payment has been processed, it is non-refundable. *All sales are final*, which includes any payment for children and/or adults who are absent the day of the field trip. *Any additional guests not included in the reservation will pay CDMOD's general admission of \$9.95 per person the day of your visit.*

**Please Initial:** \_\_\_\_\_

**I have read Children's Discovery Museum of the Desert's School Tour payment policies and procedures. I verify that I understand and accept CDMOD's terms of agreement for School Tour Payments.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

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