



# ORANGE COUNTY REGIONAL HISTORY CENTER

## Application for School Field Trip Funding, 2016-2017

Our school field trips are funded through United Arts of Central Florida. Please complete this form so that your school may be considered for funding. Title 1 schools receive priority. Funding is allocated on a first-come, first-served basis. For all field trips, groups will be divided evenly into five touring groups with a maximum of 150 students per day. For more than 150, please book a second day.

### Types of Field Trips

**Grades K-1:** Classes will split their time between the History Center (one-hour guided tour) and the Orlando Public Library (one hour of guided activities) with lunch from 10:30 a.m. to 1 p.m.

**Grades 2-12:** Classes will tour the History Center from 10:30 a.m. to 12:30 p.m. Lunch space is available in Heritage Square Park from 12:30 to 1 p.m.

**Specialty Tour for Grade 4:** This year, we offer a new, local alternative to visiting St. Augustine. Students split their time among the History Center (one-hour guided tour), the Orlando Public Library (one hour of guided activities including butter-making and candle-making), and a one-hour walking tour of downtown Orlando's historic sites. Lunch will be scheduled during the tour, which is from 10:30 a.m. to 2:00 p.m. Note: Regular two-hour History Center tours are also available for 4th graders.

Name of school \_\_\_\_\_

Contact name & title \_\_\_\_\_

Address \_\_\_\_\_

City and zip code \_\_\_\_\_

Phone & extension \_\_\_\_\_

Email \_\_\_\_\_

Grade & number of classes \_\_\_\_\_

Approximate number of students \_\_\_\_\_

For Grade 4, indicate two-hour tour or 3.5-hour Specialty Tour \_\_\_\_\_

Three preferred dates: \_\_\_\_\_



In order to make your field-trip experience the best it can be and to encourage further funding of field trips, we ask that the contact teacher and principal initial each of the following guidelines and sign this form below.

\_\_\_\_\_ All participating teachers will read and review the Pre-Visit Packet provided by the History Center.

\_\_\_\_\_ Chaperones will be provided at a ratio of one for every 10 students and will not exceed four per class.

\_\_\_\_\_ Thank you letters to United Arts of Central Florida will be written by students and mailed to the History Center. Evaluations from the attending teacher will be submitted the day of the field trip.

\_\_\_\_\_ Contact information for all participating teachers will be provided upon booking.

\_\_\_\_\_ Teachers will complete the United Arts evaluation form.

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Signature of Contact Teacher

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Principal's Signature

**Please fax completed form to:**

**Education Department  
Attn: Amanda Parish Walters  
Orange County Regional History Center  
Fax: 407-836-8520**

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