



## Field Trip Reservation Form

Complete and submit by mail, email or fax: 100 W. Broadway, Frankfort KY 40601. [KHStours@ky.gov](mailto:KHStours@ky.gov)

Fax: 502-564-4701 Telephone: 502-564-1792

Scheduler's Name: \_\_\_\_\_ Scheduler's Email: \_\_\_\_\_

School's Name: \_\_\_\_\_ School's Phone: \_\_\_\_\_

School's Mailing Address: \_\_\_\_\_

Grade making field trip: \_\_\_\_ Number of students: \_\_\_\_ Total number of adults (teachers & chaperones): \_\_\_\_  
*(Have at least 1 chaperone / 10 students)*

### Visiting Teachers:

Name	Email	Phone No.	Best Time to Call
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any special needs we should consider to better prepare to work with your students:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List three field trip dates in order of preference. Note: KHS is closed on Mondays.

(MM/DD/YY): \_\_\_\_\_ (MM/DD/YY): \_\_\_\_\_ (MM/DD/YY): \_\_\_\_\_

My group will bring food and would like to eat it on the KHS grounds. (Space is available on a first-come basis.)

At my school, 50% or more of the students qualify for free or reduced lunch and I have applied for a scholarship from KHS to cover the cost of this trip.

Total Cost for Field Trip: \$ \_\_\_\_\_

I will bring this amount with me in cash, check (made out to the Kentucky Historical Society), credit card (Visa, MasterCard or American Express) or purchase order on the day of our field trip.

Signature \_\_\_\_\_

CONFIRMATION: You will receive confirmation within a few weeks of our receiving this form. If your request cannot be processed, a KHS staff member will contact you.

