



<i>This portion is for museum staff use only.</i>	
<b>Confirmed Date</b>	
Arrival time	
Tour Time	
Lunch time	
Departure time	

## K-12 Schools and Educational Groups Tour Request Form

### SCHOOL & CONTACT INFORMATION

<b>School or Group Info</b>							
	School/Group Name				School District		
<b>Categories</b> ( X all that apply)							
	Public	Private	Charter	Parochial/ Religious	Home School	Scout Group or Ed. Club	Other
<b>Tour Organizer</b>							
	First/Last Name				Title		
<b>Adult Chaperone</b> (If not the tour organizer)							
	First/Last Name				Title		
<b>Address</b>							
	Street Name or P.O. box				County		
	Address line 2						
	City		State		Zip code		
<b>Phone Info</b>							
	Phone #		Emergency/Back up Phone #			Fax #	
<b>Email Info</b>							
	Email 1				Alternate Email		

### TOUR GROUP INFORMATION

<b>Grade Level(s)</b> (Please X all that apply)	P-K	K	1	2	3	4	5	6	7	8	9	10	11	12																												
<b>Number of Visitors</b>	<table border="1"> <tr> <td></td> <td colspan="13"><b>Students</b> Maximum of 60</td> </tr> <tr> <td><b>TOTAL</b></td> <td colspan="13"><b>Adult Chaperones</b> Minimum Ratios- Pre K &amp; K=1:4; 1<sup>st</sup> &amp; 2<sup>nd</sup>=1:6; 3<sup>rd</sup>- 12<sup>th</sup>=1:10</td> </tr> </table>															<b>Students</b> Maximum of 60													<b>TOTAL</b>	<b>Adult Chaperones</b> Minimum Ratios- Pre K & K=1:4; 1 <sup>st</sup> & 2 <sup>nd</sup> =1:6; 3 <sup>rd</sup> - 12 <sup>th</sup> =1:10												
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<b>Transportation</b> (Please X all that apply)																																										
	Standard School bus		Minibus		Van		Carpool/ Walk			Metro bus		Other																														
<b>Requested Reimbursements</b> (Please X all that apply) Public schools requiring assistance in funding for their field trips may qualify for assistance.	<b>Transportation Costs</b> All schools outside of Akron Public Schools, please attach billing information.							<b>Substitute Teacher Coverage</b> All schools outside of Akron Public Schools, please attach billing information.																																		

<b>Special Needs or Requests</b> Any other information we should know about your group?	
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### TOUR REQUESTS

<b>Requested Dates</b> ∞ At least 3 weeks from the date of this request ∞ Museum is closed Mondays.	1 <sup>st</sup> choice (Tues - Sun)		2 <sup>nd</sup> choice (Tues - Sun)		3 <sup>rd</sup> choice (Tues - Sun)	
<b>Requested Tour Times</b> (Please X your top 3 preferences)  Total experience lasts approximately 1 hour.	9:30-10:30 am	10:30-11:30am	11:30am-12:30pm	12:30pm-1:30pm	1:30pm-2:30pm	2:30pm-3:30pm <b>OTHER</b> (specify _)
<b>Eating lunch at the Museum</b> (Please X one option)	We will order lunches through the café.		We will bring brown bag lunches.		We will not eat lunch at the museum.	
<b>Requested Tour</b>  Visit <a href="http://www.akronartmuseum.org/k12tours">www.akronartmuseum.org/k12tours</a> for more detailed descriptions of tour options. ∞ K-6 tours may include a hands-on art project upon request.  Because of anticipated crowds, school tours of the Norman Rockwell exhibition are only available at 9:30 am., Tuesdays-Fridays.	ArtSource- PreK & K– Art ABCs ArtSource- 1 <sup>st</sup> Grade– Making Faces: Portraits ArtSource- 2 <sup>nd</sup> Grade– Earth, Sea and Sky: Landscapes ArtSource- 3 <sup>rd</sup> Grade– Picturing the Story: Narrative Artworks ArtSource- 4 <sup>th</sup> Grade– In Our Own Backyard: Ohio Art & Artists ArtSource- 5 <sup>th</sup> Grade– Mod Squad I: Modern Painting ArtSource- 5 <sup>th</sup> Grade– Mod Squad II: Modern Sculpture Highlights Tour (Collection works only, Available for all grade levels) Building & Highlights Tour (Available for all grade levels) Current Special Exhibition (Available for all grade levels) <i>Please specify the exhibition you would like to tour:</i> ----- Self-Guided Tour Galleries— <i>High School tours, only.</i> Please indicate the galleries you will be visiting: ----- Other special requests: -----					

Please print a copy for your records. Submit the completed form by one of the following methods:

- < Send as an email attachment to [mhiggins@akronartmuseum.org](mailto:mhiggins@akronartmuseum.org)
- < Mail to Tour Requests, Akron Art Museum, One South High, Akron, OH 44308
- < Fax to 330.376.1180, ATTN: SCHOOL TOURS

You will be contacted by a museum representative within 2 business days of your request. If you have any questions, contact Missy Higgins at 330.376.9186 x229 or [mhiggins@akronartmuseum.org](mailto:mhiggins@akronartmuseum.org).

***This portion of the form is to be filled in by museum staff only***

Phone	e-mail	US mail	Fax		
<b>Initial Request</b>				Staff Contact Person	Date of Request
Phone	e-mail	US mail	Fax		
<b>Initial Follow-up</b>				Staff Contact Person	Date of Follow Up

Phone	e-mail	US mail	Fax	
<b>Confirmation</b>				Staff Contact Person Sent
				Date Confirmation
<b>Tour Guides (Museum staff or Docents)</b>				
<b>Any Other Information</b>				