



Bay Area K-12 School Group Reservation Request Form

Please complete the form in its entirety. **Incomplete forms will not be accepted.** Once completed, please submit the form via fax (415-623-5324) or e-mail (mayra@bay.org). Reservation requests will be processed on a first-come, first-served basis. You will receive an official confirmation letter via fax or e-mail within four (4) weeks of submission, if not earlier. Questions? Contact the Education Coordinator at (415) 623-5376.

Contact/General Group Information:			Date:
School			
Address:			
City:	State:	Zip:	
Contact Person:		Contact Person On Day Of Visit:	
School Phone:		School Fax:	
Alternative Phone:		E-Mail:	
Grade/Age Level of Students:		Number of Classes:	
Number of Chaperones per class (including teacher)?		Number of Students per class:	

Program Request:

What Date / Day of the Week are you interested in coming to the Aquarium?	
_____	_____
<i>Date Choice #1</i>	<i>Date Choice #2</i>
<p><u>Please Choose 1 Program:</u></p> <p>Kindergarten: <input type="checkbox"/> Shapes and Colors</p> <p>Early Elementary (1st – 3rd grade): <input type="checkbox"/> Fish Tales <input type="checkbox"/> Flukes & Flippers <input type="checkbox"/> Shark Discovery <input type="checkbox"/> Tidepool Tales</p> <p>Upper Elementary (3rd – 5th grade): <input type="checkbox"/> Food Web of the Bay <input type="checkbox"/> Life on the Rocks <input type="checkbox"/> Shark Explorations <input type="checkbox"/> Wacky Wetlands & Super Sloughs</p> <p>Middle School (6th – 8th grade): <input type="checkbox"/> Microscope Magic & Plankton Power <input type="checkbox"/> Expanding Oceans <input type="checkbox"/> Discover the Bay Hybrid Ferry Program</p> <p>High School (9th – 12th grade): <input type="checkbox"/> Behind the Scenes Tour</p> <p>Any Grade Level: <input type="checkbox"/> Self Guided Tour</p>	<p>What time would you like your class/tour scheduled on the day of your visit?</p> <p><input type="checkbox"/> 10:00 AM – 12:00 PM</p> <p><input type="checkbox"/> 10:30 AM – 12:30 PM</p> <p><input type="checkbox"/> Other: _____ <i>Please indicate time preference</i></p> <p>Please Note:</p> <ul style="list-style-type: none"> Classroom programs are 2 hour time blocks, unless there are 3 groups scheduled. With the exception of Behind the Scenes tours, all other classroom programs are only available Monday – Thursday. Behind the Scenes tours (High School) and Self-Guided tours are available Monday – Friday. <p>How would you like your confirmation letter sent to you?</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> Mail</p>

Student Information:

To better prepare the Aquarium staff to provide a great program, please take a moment to tell us a bit more about the students in your class:

How active are the children in your class on a scale of 1 (not active) to 10 (very active)? 1 2 3 4 5 6 7 8 9 10 <i>Not Active</i> <i>Very Active</i>
What is the average attention span of your students? 5 minutes 10 minutes 15 minutes 20+ minutes
Does this class include any English Language Learners? <input type="checkbox"/> YES <input type="checkbox"/> NO What percentage of the students in this class are English Language Learners? _____ % What is the primary language spoken by these students (other than English)? _____
Is this a Special Day Class or a general education classroom that includes children with disabilities? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, please describe:
How many students with special needs are in each class (if applicable)? _____
Using the choices below, can you please describe what types of special needs these students have? <input type="checkbox"/> Physical / Mobility <input type="checkbox"/> Cognitive <input type="checkbox"/> Behavioral <input type="checkbox"/> Hearing <input type="checkbox"/> Sight/Vision <input type="checkbox"/> Other: _____
What teaching strategies can you share with our staff to best meet the special needs of your students?

Any additional information that you would like our staff to know about your class?

(Examples: Are you studying the ocean/bay in your classroom in preparation for your visit? Is this field-trip the beginning of your ocean/bay unit? What classroom management techniques or attention getters do you use with your class? Is this the teacher's first time coming to the Aquarium for a field trip – or have you come before?)

Office Use Only

Reservation#:

Date Entered Into Gateway:

Date Confirmation & Information Sent:

Thank you for your request. Please note that submitting a reservation request form does not guarantee a reservation. We try our best to accommodate all requests, but we have a limited number of classes and tours available each day.

**Questions? Contact the Education Coordinator at
(415) 623-5376 or mayra@bay.org.**