

**School Sponsored
Field Trip Request Form
Out of State Travel ONLY**

Attach itinerary, student lists (if known), hotel information, chaperone sign-off forms, waiver requests, etc. to the completed request form and send to the Principal's office. If you will just be submitting the one request form, you may return it by email.

Submit to the principal's office no later than the Wednesday before the Natick High School Committee is to meet. Overseas trip requests must be submitted and also approved in advance of any marketing to the students.

The lead teacher or an adult representative from your trip must appear at the School Committee meeting to present the request. You will be notified of the date of this meeting.

To: NPS Superintendent, Dr. Anna Nolin

From Brian Harrigan, NHS Principal

Date:

Re:

I would like to request School Committee Approval for the following ~~overnight~~ / out-of state trip:

Lead teacher's name: Steve Miller

Group: Humanities and AP Studio Art Class

Destination and also Itinerary: RISD Museum, 20 North Main Street, Providence, RI 02903

– arrive – take one hour tour as two groups, 15 – 20 break,

Teacher led tour with students required to sketch and write about three different artworks based on teacher prompts, as well as prepare for in class discussion/ art walk next class / Return to NHS same day by 2pm

Date of trip: 11/12

Transportation: Bus

Mode of transportation requested: Bus

Method of payment (fundraising, etc.): Bus from budget, tour students pay \$3 each without tour, museum is free

Names of chaperones: Linda Anderson and Steve Miller

Estimated Cost of trip per student: \$3 or none pending on if we do guided tour

Please state the purpose of this trip: Improve Critical Thinking Skills in terms of students' understanding that visual art is a specific language that represents us: our culture and values. With this enhanced understanding we will be better able to contribute as artists, citizens, and patrons of the arts and culture.

I support this request and thank you for your consideration.

Sincerely,



Brian Harrigan
Principal

☐ I have attached all relevant forms necessary to submit this request.

Revised January 22, 2014

Guided Visit Confirmation

Dear Steve,

This confirms your reservation for a Guided Visit on Nov. 12th at 10:15.

- You are bringing 25 students.
Please divide students into 2 groups before your visit.
- You are bringing 2 chaperones.
- Please view [this video](#) to help you and your students prepare for your visit.

Please read this information carefully:

Arrival

Please arrive at the North Main Street entrance to the Museum located at **20 North Main Street, Providence, RI 02903**. Buses may park farther down North Main Street alongside the Roger Williams Memorial Visitor Center. Parking is also available nearby in the MetroPark lot if you call ahead to reserve. Bring your parking stub to the museum's admissions desk for validation and a discounted rate. Please call the general manager Anthony Palumbo at 401 413 8872.

Students & Chaperones

Please provide students with name tags with first names if possible. If your numbers change by more than 5 students, please call 401 454 6534 or email tours@risd.edu to update us. Parent and teacher chaperones support student learning in the museum. Thank you for sharing and reviewing the attached visitor policies and expectations for chaperones with teachers and chaperones joining you on your trip.

Payment

To pay in advance by credit card, please call 401 709 8402. You may also pay with cash, credit card, purchase order from your institution, or check on the day of your visit.

Guided Visit Confirmation

Changes & Cancellations

If the number of people in your group changes by more than 10 people it is essential that you call 401 454 6534 or email tours@risd.edu to ensure the museum can provide your group with the appropriate number of docents. To cancel your visit, please call 401 454 6534 or email tours@risd.edu. Please note that a non-refundable \$25 processing fee will be charged for cancellations with less than 48 hours notice.

Coat Check and Lunch Facilities

Personal belongings should be checked in the coatroom of the North Main Street entrance lobby. Educators will provide all necessary supplies. Packed lunches can be eaten at a nearby park, on the entrance plaza's steps and second-floor terrace or, for small groups, in the North Main Street entrance lobby. The RISD Metcalf dining facility may also accommodate groups; please call 401 454 6781 to make arrangements. Cafe Pearl (at the Benefit Street entrance) is also available for small groups.

A lead docent will be in touch in a few weeks before your visit to discuss your visit goals. Thank you for communicating with them to ensure we create a meaningful experience.

Sincerely,
Colleen Mullaly,
Manager, Visitor Services
cmullaly@risd.edu
401 709 8444