

Baum Gallery of Fine Art
MEMO



To: Teachers, Families and Kids!

From: UCA's Baum Gallery of Fine Art
& the Friends of the Baum Gallery

Re: 2010 Field Trip Registration Form

ARTclicks! members may schedule FREE FIELD TRIPS to the gallery at their convenience:

- a trip of up to 60-80 students to take place any weekday
- Fall Semester: Thurs Sept 16 – Thurs Oct 28; or Spring Semester: Thurs Jan 13 – Thurs Feb 25

The ARTclicks! program will reimburse the travel expenses of the member's school/district for the field trip once the Baum Gallery receives by mail an invoice on school stationery with the teacher name, date of the trip, and summary of the cost per driver and mileage. To receive reimbursement, the invoice must be dated and have the authorizing official's original signature. (No copies, please). Mail to: Barbara Satterfield, Baum Gallery, UCA, 201 Donaghey Ave., Conway, AR 72035.

REGISTRATION FORM

Please fax to the Baum Gallery at 501.450.3670 when trip is on the school calendar!

School Name: _____

Principal Name: _____ School Phone: _____

School Mailing Address: _____

Teacher Name: _____ # Chaperones: _____

Preferred Date of Trip(s): _____

Number of Students Attending by Grade Level per Trip: (20 6th graders, 15 7th graders, etc.)

Special Needs of Any Attending Student(s): _____
