

Dear Educator,

Thank you for expressing interest in bringing your group to the Evergreen Aviation and Space Museum for a visit! Please see our group registration form for detailed information about pricing and the programs and activities we offer. Your trip will include a short (approximately 30 minute) tour of each museum you visit and we encourage you to select one additional activity from the registration form for each museum on your itinerary. This letter includes important information for groups visiting us. Please sign this letter in acknowledgement of the information provided and return it with your registration form.

Group requirements and cost

We generally offer guided museum programs for education groups with at least 15 people (including students, teachers, and chaperones.) Guided programs for smaller education groups are subject to staffing availability. There is a 15-swimmer minimum to receive group pricing at the waterpark. While minor changes to your group size are no problem, if the number of students you are bringing will vary by more than 10% of your estimate, please notify us one week in advance of your trip.

You will be charged for the exact number of actual attendees in your group. Cost estimates prior to your visit are based on approximate attendance and therefore may not reflect the actual amount charged if you arrive with more or fewer people than expected. For waterpark visits, you must pay for 15 swimmers to receive the group rate. Chaperones pay the same rate as students. Teachers with a valid school ID and bus drivers receive free admission to the museums **only** and pay the group rate for movie and waterpark admissions. Some of our programs have lab fees. These fees are charged only to student visitors.

For waterpark visitors: Children under 14 years of age must have a supervising adult in the waterpark. Children under 10 years of age must be accompanied by a swimming adult while in the water. Adults may supervise a maximum of 4 children. Please provide us an exact count of the number of children in your group under age 10.

Registration prior to visit

To reserve a date our registration form must be completely filled out and returned by fax, mail, or e-mail. Be sure all fields, including e-mail and mailing address, are filled in. Also, please have parents/guardians complete the attached "MEDIA EXCLUSION FORM" only for those individuals **NOT** wishing to be photographed during their visit. Each individual requires a separate exclusion form. Please send these prior to your visit, if possible.

You are welcome to apply for a grant, awarded as a percentage discounted from museum admissions. Please submit the completed grant application and essay questions **at the same time** as your registration form. Grants apply to museum admissions **ONLY** and do not apply to lab fees, movies, the waterpark, Night Flights, or special programs such as Merit Badges. Grants apply to both students and chaperones.

Check-in

Check-in for all school groups will be at the Evergreen Museum Theater located between the Aviation and Space Museums. Please plan to arrive at the theater at least 15 minutes before your program is scheduled to begin. Upon arrival, students should remain either on the bus or outside the theater. The group leader should proceed with check-in and provide a final, accurate headcount of visitors. If your students bring sack lunches, please store them on your buses or bring them in large, labeled boxes for easy storage on arrival.

Payment

We accept cash, check, or Visa/Discover/AMEX/MasterCard. You must pay in a single transaction. You may pay on arrival at the theater or choose to have your organization billed for the balance.

Chaperone requirements

Chaperones play an important role in creating a successful visit to the museum. It is important that chaperones stay with the students they are supervising at all times. We request that your group bring 1 chaperone for every 5 students (or 1 for every 4 students at the waterpark.) There is no maximum number of allowed chaperones.

- Please ensure that students refrain from running or rough housing, and that they do not cross the barriers surrounding museum exhibits and artifacts.
- It is museum policy that a child is never left alone with an adult. Children must go with a buddy and an adult escort to the restroom.
- The programs and activities are designed so that the students can accomplish them without adult assistance. You may be asked to assist with some minor tasks, including passing out supplies.

Lunch accommodations

If you are bringing sack lunches, an area will be set up for your use at your scheduled lunch time. Food is not allowed outside of the designated group lunch area. Please try to leave the area as clean as possible by using all supplied trash receptacles and removing all lunch boxes, bags, tubs etc. If you wish to purchase boxed lunches, please notify us at least 7 business days prior to your visit. You will be charged for the exact number ordered.

Museum stores and “Flight Zone”

School groups are more than welcome to enjoy the museum store however, students are not permitted to roam the store or the “Flight Zone” activity area unchaperoned. It is museum policy that there be one chaperone for every five students attending the Museum store or “Flight Zone” at all times. We request that you allow no more than 10 students in either area at any time.

Thank you so much for helping us continue our mission: “To inspire and educate, promote and preserve aviation and space history, and honor the patriotic service of our veterans.” We look forward to your group’s visit!

Sincerely,

The Education Department

Evergreen Aviation and Space Museum

education@sprucegoose.org

PLEASE sign/acknowledge the above information pertaining to group visits at the Evergreen Aviation and Space Museum, Theater, and Waterpark on the registration form

TO INSPIRE & EDUCATE

Please fill out completely. Date subject to availability.

Date submitted: _____

Visit Registration Form

Museum Contact: 500 NE Captain Michael Smith Way, McMinnville, OR 97128-Phone: 503.434.4185 Fax: 503.434.4188

Contact Name

Last Outreach visit to your classroom _____ Last museum visit and date _____

District/ Organization _____ School Name _____

Grade Level _____ # of Students _____ # of Chaperones _____

Teacher(s): _____

Phone: _____ Cell: _____

Mailing address: _____

E-mail address: _____

Admission Requested*:

- 1 Museum only: \$10 per student
- 1 Movie only: \$5.00 per student
- _____ x \$4.00 Lab Fee per student (See activities descriptions)
- Camping \$7.00 per person
- Camping & Night Tour \$ 10 per person
- 1 Museum & Movie: \$15 per student
- 2 Museums OR 1 Merit Badge: \$15 per student
- 2 Museums & Movie: \$18 per student
- Wings & Waves Waterpark: \$22 per person (\$12 non-swimmer) **15 swimmers minimum**

Scholarship opportunities

Fill out scholarship application and fax to 503.434.4188

Does not apply to Camping, Lab Fees, Merit Badges, Theater or Waterpark

*Teachers & bus drivers are free for Museums only, not Theater or Waterpark. Parent Chaperones are same rate as above.

Visit Information

Date of program _____ Arrival time: _____ Departure time: _____

Theater Movie Time (refer to times on): <http://www.evergreenmuseum.org/theater/>

Movie Requested: _____

Will you be eating lunch during visit? _____ # of people purchasing box lunches _____

*\$10 ea/ Includes sandwich (Turkey, Ham or PB &J), fruit, and water or milk. Sandwich comes with no toppings. Gluten-free available for additional charge. Orders must be received at least 1 wk prior to visit.

PLEASE complete the MEDIA EXCLUSION Form **ONLY for those NOT wishing** to have their photo taken during the visit.

I have read and acknowledge the information letter pertaining to group visits at the Evergreen Aviation and Space Museum, Theater, and Waterpark.

Name: _____

Date: _____

CANCELLATION POLICY To cancel/ reschedule your visit you must speak directly with the Education Scheduler (503) 434-4185 at least 14 days prior to the scheduled date of the visit. Rescheduling a visit after the deadline will result in a \$20 processing fee. Cancelling a visit after the deadline will result in a \$25 cancellation fee. No-shows will incur a \$50 cancellation fee. You cannot cancel or reschedule your reservations by voice-mail or e-mail. Cancellation fees for no-shows due to adverse weather are addressed on a case-by-case basis.

Museum Programs – Please call for program description

Aviation Museum:

Check program you are interested in (30 minutes each unless otherwise indicated):

- Aviation Myths Tour (please **circle choice**)
 - Amelia Earhart
 - Pearl Harbor
 - Howard Hughes
- Flight/Ground School (All Grade Levels)
 - Learn about the four forces of flight, airplane systems and navigation
- Footlocker Activity (Grades 8 – 12) (please **circle choice**)
 - WWII Marine Raider
 - 101st Airborne-D Day
 - WWI British soldier
 - Homefront- Rosie the Riveter
- Glider Activity (All Grade levels)
- History of Flight Tour (All Grade levels)
- STEM Experience (1st Grade ONLY) (1 hr 30 min)

Workshops: Activities Determined by day schedule/group size: (45 min to 1 hr program unless otherwise indicated)

- Weather/ Navigation/Pre-flight Workshop (Grades 4-12) (2 hours)
- Four Forces of Flight R/C Workshop (Grades 3 - 12) - **\$4.00 per student Lab Fee**
- Engineering Design – Wright Bros (Grades 4-12)
- Engineering Design – Straw Towers (Grades 4-12)

Space Museum:

Check program you are interested in (30 minutes each unless otherwise indicated):

- STEM Experience (2nd or 5th Grade ONLY) (1 hr 30 min)
- All About Helicopters R/C Workshop (Grades 3 - 12) - **\$4.00 per student Lab Fee**
 - Learn how a helicopter flies, the different types and uses of this amazing machine
- Living in Space (All Grade Levels)
 - Learn how astronauts live and work in space
- Moon Adventure (All Grade Levels)
 - Learn how astronauts work on the moon
- MAGIC PLANET - Our Solar System & Beyond (All Grades)
 - Learn about our solar system and all its planets
- Robotics (3-6 Grade) (1 hour) **** requires outreach at school prior to visit*****
 - Lego Mindstorms robotics programming clinic with a robotics tour
- Rockets & Newton's Laws of Motion (All Grade Levels)
 - Hands-on rocket-making and launching
- Space Exploration Timeline Tour (All Grade Levels)
 - Let about the first rockets, early space programs and manned space exploration
- All about UAVs – includes live drone demo (All Grades)

Wings & Waves Waterpark Education Programs

Check program you are interested in (all programs include a visit to our H₂O Center):

Demos and Activities (All Grade Levels) (30 minutes each)

- Water Cycle Bracelets
- Water Experiments (choose up to 2)
 - Cartesian Divers
 - pH testing
 - Density and solubility
 - Lava lamps
 - Levitating ice
 - Quicksand goo
- A Sticky Mess – Make silly putty and discuss polymers and non-Newtonian fluids
- Amped up!! – Learn about lightning, see a Van de Graff demo



TO INSPIRE & EDUCATE

Water Education Programs (1 to 2 hours per program)

- STEM Experience (3rd , 4th, 6th or 7th Grade ONLY) **\$12.00 non-swimmer rate** call for availability
- Water, Water Everywhere! (Grades K-5)
 - Discover the water cycle and the importance of conservation
- Mad about Water (All Grade Levels)
 - Water is weird! Turn into a “mad” scientist experience the properties of water
- Water- the Sustainer of Life (Grades 2-12)
 - Learn about the importance of water for life and build a water filter

Engineering Design Workshops (45 minutes to 1 hour per program)

- Engineering Tour & Engineering Design Challenge (Grades K-12)
- Tsunami Structure Engineering Challenge (Grades 4-12) - - **\$4.00 per student Lab Fee** call for availability
- Water Filtration Challenge (Grades 4-12)

Boy Scout Programs

Email education@sprucegoose.org for more program information:

Location: Air & Space Museums/ Wings & Waves Waterpark

Merit Badges (Price includes admission to both museums)

- Aviation
- Engineering
- Orienteering
- Robotics - **\$4.00 per student Lab Fee**
- Space Exploration - **\$4.00 per student Lab Fee**

Cub Scout Workshops

- Bear Aircraft Elective
- Bear Weather Elective
- Webelos Science Pin
- Science Beltloop
- Weather Beltloop
- Camping
- Aviation Merit Badge R/C Workshop during Night Flight/ Evening at the Museum - **\$4.00 per student Lab Fee**

**Girl Scout Programs**

Email education@sprucegoose.org for more program information:

Location: Air & Space Museums/ Wings & Waves Waterpark

Brownie Try-It Badges:

- Earth and Sky
- Movers
- Science Wonders
- Space Explorer
- WOW – Wonders of Water Journey

Junior Girl Scout Badges:

- Aerospace
- Aerospace Badge R/C Workshop - **\$4.00 per student Lab Fee**
- Making it Matter
- Science Discovery
- Sky Search



TO INSPIRE & EDUCATE

- Weather Watch
- Swimming
- Water Fun
- Camping
- Night Flight/Evening at the Museum

Specialty Programs:

Call or email for more information about these programs: at (503)434.4185 or education@sprucegoose.org

Check program you are interested in:

- Home-School Days
- Night Flight/Evening at the Museum
- Aviation Merit Badge R/C Workshop during Night Flight/ Evening at the Museum - **\$4.00 per student Lab Fee**
- Outreach Education (call for pricing and program information)
- Day camps
- Summer Camps (multi-day program)



TO INSPIRE & EDUCATE



MEDIA EXCLUSION FORM

I hereby **DO NOT** give permission to Evergreen Aviation & Space Museum to use my name, photographic likeness or story. By signing this exclusion, I **DO NOT** grant EASM a royalty-free, world-wide, perpetual, non-exclusive license to display, distribute, reproduce or create derivative works of the photograph/video, in whole or in part, in any media now existing or subsequently developed, for any EASM purpose, including, but not limited to advertising and promotion of Museum. **NO** Photographs/videos may appear on the EASM Web site, or in EASM publications. EASM **WILL** be required to pay additional consideration or seek any approval in connection with such uses. Please return this exclusion before the actual visit date.

Print Name: _____

Address: _____

E-mail: _____

Telephone: _____

Signature: _____

Date: _____

If participant is under 18: I, _____, am the parent/legal guardian of the individual named above, I have read this exclusion and approve of its terms.

Print Name _____

Address: _____

Telephone: _____

Parent Signature: _____

Date: _____

TO INSPIRE & EDUCATE