

ScienceSouth Field Trip Guide

Welcome to the beginning of your ScienceSouth field trip experience! This guide will help to ensure you and your students have a fun and educational experience here at ScienceSouth. For your benefit, ScienceSouth has assembled this step-by-step guide for a worry-free field trip.

General Guidelines

- Field trips may begin as early as 9:00 am on Monday through Friday.
- All field trips should be scheduled at least two weeks before the prospective date to ensure availability.
- The cost, including the deposit, for your field trip is directly related to the number of students participating in the workshop(s). Please ensure you have an accurate count before you begin the booking process. There is no cost for adults (teachers and/or chaperones).
- A 50% deposit equal to half the total cost of the field trip is required to confirm the reservation.
- Cancellations: If you must cancel a field trip for any reason you may do so within 10 business days of the program date and we will return your deposit. If you cancel the reservation within 10 days of the program your deposit will not be returned.
- ScienceSouth can accommodate approximately 60 students at one time for hands-on workshops, special arrangements and/or pricing may apply for groups that have more than 60 participants. Groups of 60 or more (max 150) may elect to pick one of our interactive science shows for their field trip experience.

Cost

Number of Workshops per child	Cost per student 5 to 10	Cost per student 11 to 40	Cost per student 41 to 60
1	\$8.50	\$7.00	\$6.00
2	\$17.00	\$12.00	\$11.00
3	\$25.50	\$17.00	\$16.00
4	\$34.00	\$22.00	\$20.00
1 Live Science Show	\$275.00 for groups up to 150		
2 Live Science Shows	\$500.00 for groups up to 150		

Beginning the Field Trip process:

You know the basics, now you're ready to go. Let's make sure you have the essentials in order. Do you know the following?

- Grade level of group
- Number of students participating in the field trip
- Number of hours for the field trip
- Desired subject area, if any

If so, then you're well on your way to organizing your trip. The next step will be filling out the registration form. However, if you still have questions, please feel free to contact 843-679-5353.

Registration Form:

Completing the registration form is the first step to booking your field trip. Please ensure that you fill out the form accurately so that when a ScienceSouth representative calls you, he/she has the correct information. Registration forms may be completed via the web or downloaded and faxed to ScienceSouth at 843-662-7539.

Follow-up Phone Call:

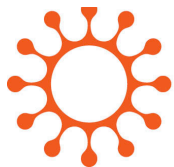
ScienceSouth will do its best to respond to all field trip requests in a timely manner. A member of the ScienceSouth team will call you to confirm the details for the field trip, including the date, number of students, and workshops.

Contract and Invoice:

Once the details are finalized, ScienceSouth will send you a contract with programming details and cost, and an invoice with the total cost of your visit. Return the signed contract along with a 50% deposit of the total listed on the invoice. Please note that your trip is not confirmed until ScienceSouth receives BOTH the signed contract and the deposit.

Confirmation:

After ScienceSouth receives the signed contract and deposit, you will receive an email confirmation of your visit.



School/Group Name:		Today's Date	
Contact Person's Name:			
Contact Person's Email:			
School Address:			
City/State/Zip Code:		Phone #:	
Total # of Students:	Age/Grade of Students:	Fax #:	
Special Needs:			

<p>In order of preference, list the preferred dates for your field trip: (We will do our best to accommodate you, but availability is limited. A ScienceSouth employee will call you to confirm the details of the trip, including date, number of students, and workshops.)</p>		
1 st Choice:	Arrival Time:	Departure Time:
2 nd Choice:	Arrival Time:	Departure Time:
3 rd Choice:	Arrival Time:	Departure Time:

Please select the workshops/shows below for your field trip to ScienceSouth.

Grades K-3	Grades 4-8	Grades 7-12
<input type="checkbox"/> Animal Adventures <input type="checkbox"/> Glowing Science <input type="checkbox"/> Soil Sleuths <input type="checkbox"/> StarLab Planetarium	<input type="checkbox"/> Alternative Energy Cars <input type="checkbox"/> Circulatory System 101 <input type="checkbox"/> Crystal Chemistry <input type="checkbox"/> Design & Build a Turbine <input type="checkbox"/> DNA Extraction <input type="checkbox"/> Inquiry Science <input type="checkbox"/> Micro-Aquaria <input type="checkbox"/> Outrageous Optics <input type="checkbox"/> Sandlapper Sleuths <input type="checkbox"/> So WATT? <input type="checkbox"/> StarLab Planetarium <input type="checkbox"/> What's In Your Watershed	<input type="checkbox"/> Build a Solar Cell <input type="checkbox"/> Electrophoresis Workshop <input type="checkbox"/> Genes in a Bottle <input type="checkbox"/> Marvels of Mitosis <input type="checkbox"/> Organic Synthesis <input type="checkbox"/> StarLab Planetarium
Live Science Shows		
<input type="checkbox"/> Fire & Ice <input type="checkbox"/> Infinity and Beyond Space Show <input type="checkbox"/> Scales and Tails <input type="checkbox"/> Sports Science Show <input type="checkbox"/> Weather Show		

Total # of Workshops/Show _____ Total # students/session _____

Please fax completed form by fax to ScienceSouth at 843-662-7539 or mail to 1511 Freedom Blvd., Florence, SC 29505.