



OKLAHOMA HALL of FAME
GAYLORD-PICKENS MUSEUM

FREE FIELD TRIP APPLICATION

Thanks to the generosity of our Teen Board and Allied Arts, the Oklahoma Hall of Fame at the Gaylord-Pickens Museum is offering FREE FIELD TRIPS for students in the 2020 school year and summer months. The slots are available to any school or education center in Oklahoma and will be filled on a first-come, first-served basis. In addition to free admission, educators may choose between receiving free Jimmy John's lunch for each of the students OR a fuel stipend to help with transportation costs in the amount of \$4 per student in attendance for the field trip following the visit.

FIELD TRIP REQUESTS

Please make your field trip request at least one month prior to the date(s) of your requested trip. Indicate two field trip date choices on the Group Reservation Form on the last page of this packet. The group contact will be notified within one week if the application and preferred date have been approved. After notification of approval, the group contact will have 10 days to confirm the date.

[Click here to make a request securely online.](#)

SPECIALIZED TOURS

At the Oklahoma Hall of Fame at the Gaylord-Pickens Museum you can request a specific tour for your students. These tours focus on certain topics and feature Hall of Famers that are accomplished in the chosen area. Please visit oklahomahof.com/free-field-trips for a complete list of available tours.

Please make reservations by submitting an [application](#) online at oklahomahof.com/free-field-trips, or by filling out the attached group reservation form, and return via mail or e-mail to:

Oklahoma Hall of Fame | Gaylord-Pickens Museum
Attn: Free Field Trip Program
1400 Classen Drive
Oklahoma City, OK 73106
ef@oklahomahof.com

Need more information? Call Emma Fritz at 405.523.3211 with questions.

HOURS OF OPERATION

Tuesday through Friday: 9 a.m. to 5 p.m.

Saturday: 10 a.m. to 5 p.m.

The average visit is 1.5 to 2 hours. The Oklahoma Hall of Fame at the Gaylord-Pickens Museum is closed on Independence Day, Thanksgiving Day, November 26th, and December 24th to January 2, 2021

DIRECTIONS & PARKING

The Oklahoma Hall of Fame is located at 1400 Classen Drive (the northwest corner of NW 13th Street and Shartel Avenue) near downtown Oklahoma City. Parking is available in the lot on the north side of the building. The parking lot can be entered from Classen Drive or Shartel Avenue. Buses and motorcoaches may load/unload passengers on the north side of the building at the main entrance (through the garden), but must park at the north end of the parking lot in the designated bus parking area. Visit OklahomaHoF.com/contact for detailed driving directions and maps.



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ARRIVAL

Upon arrival, the group contact will need to check-in at the Museum Welcome Desk and provide the Museum Services Staff with your planned departure time and an EXACT count of students in attendance. (This number is very important as it is used to plan for scheduled lunches and/or transportation reimbursement funding).

The Gaylord-Pickens Museum is home to the Oklahoma Hall of Fame and is often used as a location for meetings and events. If the group is more than 15 minutes late, please contact the Museum to alert the staff and discuss any changes to the scheduled tour. If the group is 30 minutes late, the tour may need to be rescheduled.

MUSEUM ETIQUETTE

Teachers and chaperones should ensure students follow Museum etiquette throughout the tour. Students and chaperones must stay with the groups they have been assigned. Any type of food, beverage or gum is prohibited in the Museum's galleries. Photography, video or tape recording in the exhibits is only allowed with special permission from the Oklahoma Hall of Fame administrative staff. Please silence cell phones and pagers to refrain from disturbing other guests' Museum experience. Additional Museum guidelines can be found [here](#).

MUSEUM STORE

Our store supports the mission of the Oklahoma Hall of Fame by offering multiple items in the \$1-\$10 range that are of interest to students. Because of the store's small size, we ask that no more than 5-6 students enter at a time and that they be accompanied by an adult. Please inform our staff upon arrival if students will be permitted to visit the Museum Store.

GROUP GUIDELINES

To ensure the safety of our visitors and the proper care of the Museum and its exhibits, we ask that certain group guidelines be met. Any exceptions to the requirements below must be approved in writing prior to your field trip.

Student groups must include a minimum of 10 students to qualify for the free field trip program.

The following student/adult ratios are recommended.

Grade 5 and below: 1 adult per 5 students Grades 6-12: 1 adult per 10 students

Adult chaperones receive complimentary admission.

LUNCH ON-SITE

The Museum is pleased to provide an on-site location for groups to eat lunch outside in the Edith Kinney Gaylord Garden or inside in an available event space, given other events or groups are not using the space. The exact location will be determined by Museum Staff and the group contact based on the number of students and weather conditions. Should your group choose the lunch option, a lunch will be provided for chaperones through the above guidelines. Additional chaperone lunches may be purchased in advance for \$5.



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GROUP INFORMATION

Application Date: _____ Group Contact: _____

Group Contact Cell Phone: _____

School Name: _____ School District: _____

Mailing Address: _____

City: _____ Zip: _____ County: _____

Phone: _____ E-mail Address: _____

Date of Visit: Option 1: _____ Option 2: _____

Time of Arrival: Option 1: _____ Option 2: _____

Grade of Students: _____ Number of Students: _____ Number of Adult Chaperones: _____

As part of the Free Field Trip Program each participating school will receive **ONE** of the following choices:

Jimmy John's lunch for each student

Are there any food allergies in your group? YES _____ NO _____

If YES, please list allergy restrictions: _____

Post-visit fuel stipend

(Total amount is based on the number of students in attendance x \$4.00)

If you have selected the fuel reimbursement option you may still bring in your own sack lunches to eat onsite.

Would you like space reserved for lunch? YES _____ NO _____

How did you hear about the Free Field Trip Program? (check all that apply) _____Toured Previously _____Friend/Family
 _____Educator Conference _____E-newsletter _____Newspaper _____Television _____Social Media _____Other

Signature below indicates you have read and understand the Free Field Trip Program Application Process. A signature also indicates a commitment to participate in post-visit questionnaires (which will be emailed to the group leader and must be returned to ensure delivery of transportation check, if applicable) to help determine retention of Museum curriculum, a commitment to notify the Museum if your group will be late, and the understanding that any photos taken by Museum staff of your students/group may be used for advertising purposes.

Signature _____ Date _____

FOR OFFICE USE ONLY

FREE FIELD TRIP APPROVED	_____ DATE _____	BY _____	PROGRAM REIMBURSEMENT OPTION _____ FUEL _____ LUNCH _____
CONFIRMATION FROM GROUP	_____ DATE _____	BY _____	PRE-ARRIVAL INFO SENT _____ DATE _____ BY _____
POST VISIT SURVEY SENT	_____ DATE _____	BY _____	PO SUBMITTED _____ DATE _____ BY _____