



THE UNIVERSITY OF ARIZONA

POETRY CENTER

BRAVEBOOKS

Field Trip Request Form

Thank you for your interest in a field trip to the Poetry Center! The Poetry Center hosts field trips for 4th-12th grade groups on Fridays between 9 a.m. and 3 p.m. They typically last **1.5 hours and involve an interactive tour of the Poetry Center and a writing workshop.**

For the 2026-2027 school year, we are focusing on our Brave Books theme, ¡Cuentos del Mundo! This Brave Books theme focuses on Mexican poetry and literature, and world stories including fables, fairytales, and folktalkes.

We can accommodate up to 20 students and chaperones at one time. We require teachers reserve trips 4 weeks in advance and provide 24 hour cancellation notice.

If you'd like to book a trip, please fill out the following form and email it to Eva Sierra at pceducation@arizona.edu at least 4 weeks prior to the dates you are considering. **All fields, including teacher contract, must be complete before reservations will be confirmed. Please allow 48 hours before receiving email confirmation.**

School Name: _____

Lead Teacher Contact Name: _____

Lead Teacher cell phone number: _____

Lead Teacher email address: _____

Principal Name and phone number: _____

Office Manager name and phone number: _____

Number of students (we can accommodate up to 20 students & chaperones at one time): _____

Grade Level: _____

Will you be arriving to the Center by bus? Circle one. **Yes / No**

List three date/time preferences for field trips. (Please note we require 4 weeks notice and 4th-12th grade groups are hosted on Fridays from 9 a.m. to 2 p.m.):

How will you prepare students for a visit to the Poetry Center?

What have they been learning/studying prior to this visit?

How does this field trip impact your Language Arts curriculum?

Wait! You're not done yet. There are just a few more steps, please continue on the following page.

Preparing for a Visit to the Poetry Center—Teacher Contract
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Lead teachers are responsible for reading and signing at the bottom of the following information. Additionally, we ask that lead teachers communicate the following information to all other participating teachers, chaperones, and students prior to arriving at the Poetry Center.

Before you visit

- ☐ If possible, have students wear nametags before arriving at the Poetry Center.
- ☐ Prepare a system to keep track of the group, such as a partner/buddy or assigned groups.
- ☐ Backpacks and water bottles can be brought inside. The field trip leader will direct students as to where to leave these items.
- ☐ Bring a camera to document your students' experiences if you'd like.
- ☐ If you plan to arrive by bus, please notify Eva Sierra at pceducation@arizona.edu to find out how to reserve parking. Bus parking must be requested at least 4 weeks in advance.
- ☐ Classroom teachers and chaperones are responsible for the behavior of their groups. Please discuss with your students what your expectations are.
- ☐ Should you need to cancel your trip, we request 24 hours notice.

What to expect the day of your field trip

A field trip to the Poetry Center lasts an hour and a half and includes a 20-30 minute self-guided tour of the Poetry Center and a workshop centered on our Brave Books: ¡Cuentos del Mundo! program. Poetry Center field trips are led by Poetry Center staff.

Before getting started, we will direct your group to the public restrooms and drinking fountains and get name tags for all members of the group (if necessary). You can save time by having your group already wear name tags.

During the tour portion of the field trip, students will be given time to explore the first floor of the library in small groups using a self-guided activity. Students are welcome to look at the artwork on the walls and in display cases during this time. Students are also welcome to look at, touch, and browse the books. We ask that visitors refrain from touching the exhibit cases, use indoor voices, and walk.

I have read “Preparing for a Visit to the Poetry Center—Teacher Contract” and understand how the Poetry Center is asking me to prepare students, chaperones, and co-teachers for the trip to the Poetry Center.

Lead Teacher Signature: _____ Date: _____