



THE UNIVERSITY OF ARIZONA  
**POETRY CENTER**

## Field Trip Request Form

Thank you for your interest in a field trip to the Poetry Center! The Poetry Center hosts field trips for K-12 groups on Fridays between 9 a.m. and 2 p.m. They typically last **an hour and a half and involve an interactive tour of the Poetry Center, and either a 45-minute writing workshop or story time.**

We can accommodate up to 40 students and chaperones at one time. We require teachers reserve trips **4 weeks in advance and provide 24 hour cancelation notice.**

If you'd like to book a trip, please fill out the following form and email it to Wren Awry at [dgoblirsch@email.arizona.edu](mailto:dgoblirsch@email.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.**

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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: \_\_\_\_\_ Number of teachers/chaperones: \_\_\_\_\_

(Please note: We can accommodate a total of 40 people (students, teachers, and chaperones combined) at one time.)

Grade level: \_\_\_\_\_

Will you be arriving at the Poetry Center by bus? Please select one. **Yes / No**

List three date/time preferences for field trips:

(Please note: We require at least 4 weeks notice. K-12 groups are hosted on Fridays between 9 a.m. and 2 p.m.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

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What have your students been learning or studying prior to this visit?

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How does this field trip impact your Language Arts curriculum?

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The field trip is split into two sections: a tour and either a writing workshop or a story time. Please circle the option that best meets your goals for the trip.

**Writing workshop / Story time**

<b>Wait! You're not done yet. There are just a few more steps, please continue on the following page.</b>
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<b>Preparing for a Visit to the Poetry Center: Teacher Contract</b>
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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 arrival at the Poetry Center.*

**PRE-TRIP CHECKLIST**

- ☐ Have students bring a writing notebook and a pencil.
- ☐ Have students put on nametags **before arrival at the Center**. Name tags should have clear writing and be worn in a location that docents can read. Name tags that use small writing or are hiding on pants, backpacks, or purses do not help us establish rapport and respect with your students.
- ☐ Group your students in pairs and have some system for helping them remember who their partner is.
- ☐ Leave large bags, packages, backpacks, umbrellas, or similar items in your classroom or on the bus/van.
- ☐ Bring a camera to document your students' experiences.
- ☐ If you plan to arrive by bus, please notify Sasha Hawkins at [shawkins1@catworks.arizona.edu](mailto:shawkins1@catworks.arizona.edu) as soon as you book your trip so that parking can be reserved for you.
- ☐ Set expectations for student behavior while at the Poetry Center. Classroom teachers and chaperones are responsible for the behavior of their groups. ***We ask that visitors walk, use indoor voices, and refrain from touching the artwork.***
- ☐ Get ready to explore, read, and write! All teachers and chaperones are invited and encouraged to participate alongside their students.
- ☐ Should you need to cancel your trip, please notify us at least 24 hours in advance.

## 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 tour of the Poetry Center (with a self-guided component) and a story time and/or writing workshop. Teachers work with staff to determine the story time and writing workshop components that will work best for a particular group. Poetry Center field trips are led by a combination of volunteer docents, University of Arizona students, and Poetry Center staff.

Before getting started, a volunteer docent will direct your group to the public restrooms and drinking fountains, help you stow sack lunches (if applicable), and get name tags for all members of the group (if necessary). *You can save time by having your group already wearing name tags and bringing only the materials needed for the trip, i.e. a writing notebook.*

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.

## POST-TRIP CHECK LIST

- ☐ Complete a survey about your field trip. You will receive an email from Poetry Center staff with a Survey Monkey link. We welcome your feedback—it helps us grow.
- ☐ Extend student learning with the follow-up writing prompts and activities provided to you via our website.
- ☐ Share your experiences with your colleagues, friends, and families. Our program grows through your positive recommendations.

**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: \_\_\_\_\_