



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 4th-12th grade groups on Fridays between 9 a.m. and 2 p.m. They typically last **1.5 hours and involve an interactive tour of the Poetry Center and a writing workshop.**

For the 2025-2026 school year, we are focusing on our Brave Books theme, Zines & Zine Libraries.

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](mailto: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.

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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 (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.):

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

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

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How does this field trip impact your Language Arts curriculum?

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<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 arriving at the Poetry Center.**

**Pre-trip checklist**

- ☐ Have students bring a writing notebook and a pencil.
- ☐ Have students put on nametags **before arrival to the Center**. Name tags should have clear writing and be worn in a location that tour guides can read. Name tags that use small writing or are hiding on pants, backpacks, 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 or van.
- ☐ Bring a camera to document your students' experiences.
- ☐ If you plan to arrive by bus, please notify [pceducation@arizona.edu](mailto:pceducation@arizona.edu) as soon as you book your trip--they will send you info about reserving parking.
- ☐ Classroom teachers and chaperones are responsible for the behavior of their groups. ***We ask that visitors refrain from touching the artwork, use indoor voices, and walk.***
- ☐ Should you need to cancel your trip, we request 24 hour notice.
- ☐ All teachers and chaperones are invited and encouraged to explore, read, and write alongside their students.

**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 writing workshop. 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 help you stow sack lunches (if applicable). *Have your group wear name tags and bring 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 art work on the walls and in display cases during this time. Students are also welcome to look at, touch, and browse the books.

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