



## Gerald R. Ford Presidential Museum Field Trip Reservation Form

Name of School \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Area Code/Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_

### Field Trip Info:

Day & Date of Visit: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Docent-Guided Tour: Yes  **(2 week notice & 30 students or less)**

Self-Guided Tour: Yes

Return completed form by one of the following methods:

Email: [fieldtrip@nara.gov](mailto:fieldtrip@nara.gov)

Fax: (616) 254-0386

Mail: Gerald R. Ford Presidential Museum  
303 Pearl Street N.W.  
Grand Rapids, MI 49504

### PLEASE NOTE:

- All students visiting the Museum as part of an organized school visit are admitted free of charge, as are the 10:1 required number of adult chaperones. For every 10 students, we require 1 adult chaperone.
- Docent-led tours require 2 weeks prior notice and are limited to classes of 30 or less.
- For more than 75 students, consider requesting a class rotation schedule to enhance the students overall experience.
- Hours of operation:  
Mon-Sat: 9 AM – 5 PM  
Sun: 12 PM – 5 PM