



Hopewell Depot Restoration Corporation  
P.O. Box 1044  
36 Railroad Avenue  
Hopewell Junction, NY 12533  
*a 501(c)(3) non-profit corporation*

## FIELD TRIP APPLICATION & POLICIES

Please complete the attached Field Trip request form. All fields are required. After submitting your request, you will receive an email acknowledgement that we have received your information. We will contact you within five (5) business days to verify your information, confirm your visit, and secure payment. Please note that filling this form out does not guarantee you a scheduled field trip.

### **Duration:**

The tour lasts approximately one (1) hour, and has interior and exterior segments.

### **Fees:**

Donations accepted: Suggestion:\$4 per student

### **Chaperone Ratios:**

PK-8th grade: One chaperone for every six students

9th-12th grade: One chaperone for every ten students

### **Chaperones:**

Teachers are included in the chaperone ratio. Chaperones must stay with the students and engage with them during the field trip. Online teacher resource packets are available to help chaperones engage with the students. Groups without the required adult chaperone ratios may jeopardize their admission to the venue. All groups that are admitted, regardless of chaperone ratio, must exhibit proper chaperone supervision and good student behavior or they may be excused from the venue.

### **Scheduling:**

Once applications have been received, you will be notified within five (5) business days with further details. Field trips must be scheduled one month in advance. Separate requests must be submitted for each visit date. Field trips are not scheduled on weekends. Notification must be made if a scheduled group will more than thirty (30) minutes late, otherwise it is considered to be a cancellation.

### **Payment:**

School purchase orders are preferred. Donations may also be made by cash, or certified check. Neither credit cards nor personal checks will be accepted. The fee includes a \$25 non-refundable processing fee for each date.

**Cancellations:**

Cancellations after two weeks of registration will incur a \$25 late cancellation fee in addition to the processing fee. No refunds will be given without prior notice of cancellation. With a two-hour prior notice, cancellations due to inclement weather can be rescheduled.

**Refunds:**

If a cancellation with no rescheduling necessitates a refund, be advised the \$25 non-refundable processing fee still applies.

**Rescheduling:**

Schools may change the date and time of their field trip up to two weeks before their scheduled date. Rescheduling more than once will incur an additional \$25 rescheduling fee.

**Arrival:**

Please have the bus driver use the southern parking lot as it provides an adequate area for vehicle turning and group disembarkation. Groups arriving on busses should remain on the bus to be greeted by a Depot staff member before going into the venue. Students will be escorted to venue after the group has checked in with their appropriate student and chaperone numbers. Groups arriving in personal cars should plan to be greeted outside the venue before entering and be dressed for weather during that time. Groups will be greeted in the order of arrival and may need to wait up to 10 minutes to be greeted.

**Late Arrival:**

Please notify us at (845)226-7003 as soon as possible if your group will miss their planned arrival time.

**Teacher Resource Material:**

NYS syllabus correlation for use in district applications, as well as Pre-and Post-visit material for students, is available on our website: [www.hopewelldepot.org](http://www.hopewelldepot.org). You are encouraged to download and make student copies for your instruction.



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Teacher Name \_\_\_\_\_

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

School District \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School Phone Number \_\_\_\_\_

Teacher Cell Phone Number \_\_\_\_\_

Teacher Email Address \_\_\_\_\_

First choice Field Trip Date: \_\_\_\_\_

Second choice Field Trip Date: \_\_\_\_\_

Field Trip Visit Arrival Time: \_\_\_\_\_

Field Trip Visit Departure Time: \_\_\_\_\_

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

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

Number of Classes Attending: \_\_\_\_\_

Comments:

I have read & agree to all HDR Field Trip policies:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_