



Legion of Honor

2009-2010 School Tour Reservation Form: K-12

Fall Reservations (Oct-Dec) begin Aug 1st, Winter Reservations (Jan-March) begin Oct 1st, Spring Reservations (April-May) begin Jan 1st
 School Groups are not scheduled on the following dates: 1st Tuesday of every month.

Guided Visits

Docent Tours

- Guided tours are offered October 6, 2009–May 28, 2010.
- Docent-Led school group tours are available, **Wed. and Fri. at 10 and 11.**
- Docent-led tours require a minimum of **8 weeks** advance notice, space permitting. Please note each docent tour **accommodates 1 class.**
- **All docent led tours require a \$50 dollar deposit for each reservation.** Please make checks payable to COFAM. The deposit will be returned upon the class's arrival at the museum. The deposit will be forfeited if a cancellation is made less than 3 weeks in advance.
- If you are requesting a guided tour on behalf of your classroom teacher please provide your contact information in the space provided below. Teacher contact information is essential to ensure that the tour appropriately meets the needs of the class.

Independent/Self-Guided Viewing

Admission Fee Waiver

Obtain free admission to the de Young, providing students the opportunity to enjoy the galleries under the supervision of you and your chaperones.

- Admission fee waiver requests must be submitted with a months advance notice. For example, if you plan to visit on March 13th you must submit your request no later than February 13th, space permitting. **A months notice is strictly followed.**
- Independent Viewing reservations are available **W and F starting at 12 pm and Tu. and Th. starting at 10:30.**
- **Any group larger than 40 students must submit lesson plans with their reservation form.** Grade specific lesson plans corresponding to the state standards in visual arts, language arts, and social studies are available on request.

Audio Tours

- The de Young audio tour offers interpretations of a variety of works in the collection and provide an excellent alternative to docent tours.
- Reservations should be made **a month** in advance, space permitting.
- Suggested tours addressing California content standards and student worksheets will be provided with your reservation confirmation.
- The children's tour is appropriate for grades 1-6; and the adult tour for grades 7 and up.
- Audio tours cost \$6 per person, or students may share players at a cost of \$3 per student. Complimentary audio tours are provided for the required number of chaperones: 1 adult to every 10 students. A photo ID will be held per chaperone while audio tour equipment is being rented.
- Reserve your audio tour by enclosing a check with your reservation form. Make check payable to **COFAM.**

General Reservation Guidelines

- Requests will be processed in the order received.
- Please use one reservation form for each class. This form may be copied. Keep a copy for your records.
- 1 adult chaperone is required for every 10 students.
- Tickets are sent for anyone over 12 yrs of age-make sure you request the appropriate quantity, additional tickets will not be sent.

Questions?
 Call: 415. 750. 2603
 Fax: 415. 750. 2677
 Email: schooltours@famsf.org

Send the completed reservation form with check (if requesting a docent led or audio tour) to: School Tours, de Young Museum, Golden Gate Park, 50 Hagiwara Tea Garden Drive, San Francisco, CA 94118.

Please fill out this form completely.

Today's Date: _____ Teacher's Name: _____

School Name: _____ Grade: _____ # Students: _____ # Adults: _____

School Address: _____

City _____ State _____ Zip _____

School Phone: _____ School Fax: _____

Home Phone: _____ E-mail: _____

Group Contact/If Not Teacher:

Name: _____

Phone: _____

Email: _____

Do your students have any special needs? Please describe: _____

I would like a:

Docent Led-Tour, circle preference:	Audio Tour:	Independent Viewing:
K/1 st grade (European)	_____ Individual Players	_____ Permanent Collections
European	_____ Shared Players	_____ Temporary Exhibition
Temporary Exhibition: _____		
Ancient Western Civilizations		
(Tour aligned w/ 6 th Gr. Curriculum)		

Preferred Dates/Times:

1st choice, date: _____ time: _____ 2nd choice, date: _____ time: _____ 3rd choice, date: _____ time: _____

4th choice, date: _____ time: _____ 5th choice, date: _____ time: _____ 6th choice, date: _____ time: _____

7th choice, date: _____ time: _____ 8th choice, date: _____ time: _____ 9th choice, date: _____ time: _____