

UI POLLINARIUM



606 W. Windsor Rd., Urbana, IL 61801 | 217-333-2070

Request Submission Date: / /

VISIT POLLINARIUM REQUEST FORM

(please print)

Scheduling Contact Person: _____

Organization: _____ Teacher: _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: (____) _____ Cell Phone: (____) _____ Email: _____

Contact Person for Day of Trip: _____ Cell Phone: (____) _____

Appointment Date Requested (sessions are usually 30, 45, 60 or 90 minutes):

FIRST CHOICE

Tu We Th Fr Sa
Day: Date: ___/___/___ Time: _____ a.m./p.m. – _____ a.m./p.m.

SECOND CHOICE

Tu We Th Fr Sa
Day: Date: ___/___/___ Time: _____ a.m./p.m. – _____ a.m./p.m.

THIRD CHOICE

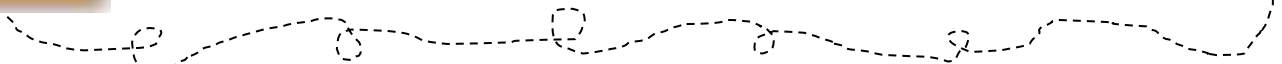
Tu We Th Fr Sa
Day: Date: ___/___/___ Time: _____ a.m./p.m. – _____ a.m./p.m.

Total # of Guests: _____ # of Adults: _____ # of Children: _____ (Ages: ___ – ___) # of Classroom Groups Coming: _____

Activities: <input type="checkbox"/> Craft (e.g. beaded bees) <input type="checkbox"/> Honey Tasting <input type="checkbox"/> Insect Catching (outside yard) <input type="checkbox"/> Viewing Observation Hive <input type="checkbox"/> Story Time <input type="checkbox"/> Games/Puzzles <input type="checkbox"/> Planting Seeds <input type="checkbox"/> Gardening <input type="checkbox"/> Prairie Walk <input type="checkbox"/> Bee Spotter	Lessons: <input type="checkbox"/> Pollination <input type="checkbox"/> Honey Bee Anatomy <input type="checkbox"/> Bumble Bees <input type="checkbox"/> Colony Collapse Disorder <input type="checkbox"/> Native Bees <input type="checkbox"/> Life in the Hive <input type="checkbox"/> Life Cycles <input type="checkbox"/> Butterflies <input type="checkbox"/> Monarchs <input type="checkbox"/> How to help the Pollinators <input type="checkbox"/> Honey bees in Agriculture (food supply) <input type="checkbox"/> Planting Habitat for Pollinators <input type="checkbox"/> Other: _____
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Become a *Friend of the Pollinarium* with a donation (\$1/guest recommended) and help us become more effective in raising pollinator awareness and appreciation. Please make checks out to "University of Illinois."



Additional Request/Visit Details:

TO SCHEDULE A TOUR AT THE POLLINATARIUM

- Standard open hours are Saturday & Sunday from 1:30 to 4:30 p.m.
- Field trips are offered Saturday through Wednesday.
- Field trips are scheduled on a first-come, first-serve basis.
- We normally only take one to two classes at a time (Maximum: one bus load).
- For larger groups, we need at least two weeks’ notice to be able to schedule volunteer helpers.
- Field trips will be scheduled and confirmed by email using the Pollinatarium Visit Request Form.

CONFIRMATION

After you’ve submitted your request form by email, we will process your request within five business days. While we are booking your field trip, we may send you one or more emails with options or questions. Once we’ve booked your field trip, we will send you a confirmation email. Your field trip is not confirmed until you receive this email. After 5 business days, if you have not received an email, please email uibe@life.uiuc.edu to check on your request.

RULES AND CONSIDERATIONS TO FOLLOW WHILE AT THE POLLINATARIUM

1. Arrive at scheduled day and time. If you arrive late, we may not be able to extend your visit time.
2. You cannot combine separately scheduled classes or groups without asking ahead of time.
3. If you must cancel, please do so with as much advance notice as possible by email (uibe@life.uiuc.edu).
4. If you are coming with young children, please provide enough chaperones to maintain order. If a child becomes unruly, it is your responsibility to regain control so as not to spoil the visit for everyone else.

SIGNATURE REQUIRED: I agree to the above rules and considerations:

Contact Person Signature: _____ Organization: _____

OFFICE USE ONLY

CONFIRMED BY POLLINATARIUM		CONFIRMED BY GUEST		POLLINATARIUM HOST	ENTERED INTO CALENDAR
DATE(S)	TIME(S)	YES	NO	NAME	YES

Donation Amount Received: \$ _____ Date Received: ____/____/____

Additional Notes/Comments:
