



# Field Trip FAQ

---

## 1. How do I make a reservation?

You can make a reservation by filling out our online reservation form (found here: [www.buildingforkids.org/field-trip-reservation/](http://www.buildingforkids.org/field-trip-reservation/)) and we will contact you to confirm your reservation. You can also call us at 920-734-3226 x 110.

## 2. How long are the field trips?

Explore the BFK field trips have a 2 hour maximum time limit. For BFK on the Road field trips, our indoor classes last in between 45 minutes to an hour and our outdoor classes run for 30 minutes.

## 3. How many children are needed to book a field trip?

Explore the BFK field trips have a 30 student minimum requirement. For BFK on the Road field trips, our indoor class has a 30 student cap and our outdoor class has a 50 student cap. Do you have more students than the cap allows that you want to experience a BFK on the Road field trip? Let us know! We can set up two classes back to back.

## 4. How far in advance should I book a field trip?

Please try to schedule your field trip as early as possible.

## 5. How many chaperones should we bring?

We ask that you only bring chaperones that have previously co-mingled with your students.

## 6. Are there grant funds available?

Yes, we have grant funds available for our different field trip options. Please contact us to learn more.

## 7. Can we bring a lunch to eat in the museum?

We are not allowing any lunches or snacks in the museum at this time.

## 8. What do I do if I have a sick child?

We require that you cancel your field trip if anyone in your facility has the symptoms of COVID-19 or has tested positive for COVID-19.

## 9. Are masks required?

Masks are required for all students and chaperones over the age of 3 for Explore the Museum field trips as well as all BFK on the Road indoor classes. Additionally, we recommend that students and staff wear masks for outdoor classes as well, but they are not required.

## 10. When is payment due?

We ask that you provide full payment one week before your field trip.

## 11. Can a membership be applied to a field trip?

No. Because we give field trips a reduced group rate, we do not apply memberships to field trips.

## 12. Where can we park? Where can the bus drop off?

Cars can park in the Midtown Red Parking Ramp, across from Houdini Plaza. The lot is a short 1/2 block walk to the BFK. Rates are hourly or \$5 for the day. Buses can drop students off in a loading zone located on Appleton St. or College Ave. Buses can park at City Park on Franklin St. or Union St.

## 13. What if we need to reschedule or cancel?

Due to the uncertainty of the public health situation, we will fully refund all cancellations. If you would like to reschedule, please contact us and we will set up a new date.

**Empowered children. • Engaged Parents. • Energized Communities.**

100 W. College Ave • Appleton, WI 54911 • 920.734.3226 • [buildingforkids.org](http://buildingforkids.org)