BIOLOGY DEPARTMENT TOUR REQUEST FORM

School Name __________________________________________
Contact Name ________________________________________
Phone ______________________________________________
Email _______________________________________________

Date Received: __________________________

Please Contact Merrill P Roseberry
Phone: 916-278-6869 Email: roseberry@csus.edu
Bio. Dept. Fax = (916) 278-6993 (ATTN: Roseberry)

The earlier the form is submitted, the better
the chance technical staff will be available for tours.

IN ORDER TO REQUEST A TOUR:

1. Circle the tour area(s) of interest:
   - Greenhouse
   - Vertebrate Museum
   - Live Animals/Bio Labs
   - Other ____________________

2. Select tour length (Note that a small tour fee has been implemented for our department)
   - 30 Minute Tour $2/person
   - 1 Hour Tour $3/person

3. To ensure a safe and rewarding experience for all, we are required to limit the size of the visiting groups:
   - Number of Adults _______________ Minimum of 1 adult supervisor per 12 students.
   - Number of Students per Group ___________ Maximum of 25 students per group.
   - Number of Groups ________________ Maximum of two groups per visit.
   - Student Ages (years) _______________ Tours may not be appropriate for students under 10 years of age.

4. Offer three possible tour dates in order of preference:
   (1) ________________________ (2) ________________________ (3) ________________________

   Department Use Only:
   - Was visiting group on time? YES  NO
   - Did adult supervisors have good control over students? YES  NO
   - Would this group be welcome back? YES  NO

Absolutely no tours will be given without the completion of this form.