

Sacramento State University
Department of Biological Sciences
Tour Request Form Information

Our faculty and staff love giving tours and providing educational experiences to the public. To ensure that we can give your group the best experience, we require a tour request form to help us schedule and plan your visit. Please complete the following steps and we will see you soon!

Instructions for Requesting a Tour

1. Fill out the tour request form associated with this document.

- Please fill the form out completely.
- Please provide multiple dates when your group will be available, in order of preference.
- Tour requests forms are mandatory. No tours will be given without completing the form.

2. Return the form via the email or fax number provided.

- We need a tour request form at least 30 days before your requested tour dates.
- The sooner you request a day and time, the more likely we will be able to accommodate your request.

3. Schedule your tour with one of our staff.

- Once we receive your form, we will contact you to schedule a specific time and date.
- To ensure you have the best experience possible, please let us know what specific learning outcomes we are helping you to address during your visit.
- Your tour date will then be tentatively reserved until fee received.

4. Deliver or send in your tour fee.

- We must receive your tour fee two weeks before your chosen date or your tour will be cancelled.
 - Address for fees to be sent or dropped:

Sacramento State University
Department of Biological Sciences
ATTN: Bio Sci Tours
6000 J Street
Sequoia Hall Room 202
Sacramento, CA 95819

- Fees can be paid in cash or check (made out to CSUS, with Bio Sci Tour in the memo).
- Tour fees are used to help maintain our specimens and care for our living collections. Funds collected for tours are essential in making it possible for tours to continue and to ensure that our collections are available to students in the future.

5. Come join us for a great time!

Thank you for your interest in the Sacramento State Department of Biological Sciences. We look forward to seeing you.

BIOLOGY DEPARTMENT TOUR REQUEST FORM

School Name _____

Contact Name _____

Phone _____

Email _____

Please Contact: **Merrill P Roseberry**

Phone: 916-278-6869

Email: Roseberry@csus.edu

Bio. Dept. Fax = (916) 278-6993

(ATTN: Roseberry)

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. How can we support your curriculum? What is the learning outcome you are expecting from your visit?

Please let us know which of our facilities you would like to see and what your topic of interest is.

(*Please note that certain areas, such as the Vivarium, can only admit 15 visitors at a time.)

Greenhouse* Vivarium* Vertebrate Museum Insect Museum* Other:

Topic of Interest:

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)

5. Are you planning any other activities on campus during your visit?

If so, what is your planned itinerary for the day?