



UNIVERSITY OF  
**GEORGIA**

Franklin College of  
Arts and Sciences  
*Department of Anthropology*  
*Laboratory of Archaeology*

# UGA Laboratory of Archaeology

## School Tour Request Form

Welcome! Thank you for your interest in touring the UGA Laboratory of Archaeology. Group tours require 2 weeks advance notice and are subject to the availability of Laboratory staff to lead a tour on the day and time requested. The submission of your school group reservation does not automatically guarantee a booked group tour at the selected date and time. Tours are currently free of charge. Please complete general information as well as scheduling information and email to [archlab@uga.edu](mailto:archlab@uga.edu).

### School Group Information

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email (Required): \_\_\_\_\_

Number of Students: \_\_\_\_\_ (max 40 per visit)

Grade Level (list all attending grades): \_\_\_\_\_

Number of accompanying teachers and/or chaperones: \_\_\_\_\_

**What is the purpose of your visit?** This is an opportunity to share what your students are currently studying so we can tailor their time at the Laboratory (please feel free to contact Kristine Schenk [kschenk@uga.edu](mailto:kschenk@uga.edu) to discuss further).

**Are there any special needs in your group?** If so, please explain:

**Anything else you would like us to know?**

### Scheduling

Please list 2 different dates and times in order of preference:

Date 1: \_\_\_\_\_

Date 2: \_\_\_\_\_

Time 1: \_\_\_\_\_

Time 1: \_\_\_\_\_

Time 2: \_\_\_\_\_

Time 2: \_\_\_\_\_

## Chaperones

Teachers and Chaperones will be asked to uphold Laboratory policies and procedures as well as participate in orienting during the visit.

### Grades:

K – 5	1 chaperone per 5 students
6 – 8	1 chaperone per 8 students
9 – 12	1 chaperone per 10 students

## Guidelines

The group leader must read and sign the guidelines below. Please provide a copy of guidelines to chaperones to review prior to your scheduled Laboratory visit.

- We understand prior to arriving at the Laboratory, we are responsible for reviewing proper Laboratory etiquette (i.e. no running, yelling, or pushing) with our students.
- We understand there are no storage facilities at the Laboratory. All lunches, water bottles, beverages, backpacks and large items should be left on bus.
- We understand our teachers and chaperones are always required to remain with assigned students in the Laboratory.
- We understand inappropriate behavior and/or damage to Laboratory property is not tolerated and will be reported. Offenders will be escorted to the entrance and teachers or school administration will be notified immediately.
- We understand to cancel or modify existing reservations; we must contact the Laboratory at least 24 hours in advance.

We have read and agree to above guidelines \_\_\_\_\_

## Please Note

- Group sizes are limited to 40 students due to physical space constraints.
- We do not have available space for students to eat lunch.

## Buses and Parking

The Laboratory has free bus parking for organized school entities. Please contact the Laboratory with any questions: [archlab@uga.edu](mailto:archlab@uga.edu) or (706) 542-8737.

## How Did You Hear of Us?

Website  Social Media  Word of Mouth  Other: \_\_\_\_\_

## Internal Purposes Only

Tour time/date scheduled \_\_\_\_\_

Notes: