



HISD OUT OF STATE TRAVEL PROCEDURES



Date of Request: _____

Include supporting documentation (use reverse side if necessary). Submit all materials to the Principal a minimum of 45 days prior to the field trip.

Name of Class/Group:

3rd grade

Destination(s):

Sci- Prvt, Shrewcpnt

Brief Description of the Educational Learning Experience:

Date of Trip: 10.11.24

What is the total number of days students will be absent from school? 1

Number of students involved: 115

Number of chaperones: 8

Attach a sample permission form to be signed by parent/guardian.

- ◆ Please attach a list of the names of all students and chaperones attending this trip.
- ◆ Please attach an itinerary and breakdown of the estimated costs.

Lauren Bourne

Requesting Teacher's Signature

Jennifer Fincher

Principal's Signature

Superintendent's Signature of Approval

Board President's Signature



Fincher, Jennifer <jfincher@hisd.com>

Field trip info

Sci-Port Reservations <reservations@sciport.org>
To: Jennifer Fincher <jfincher@hisd.com>

Fri, Aug 23, 2024 at 9:28 AM

Hi there! Thank you for your inquiry! My name is Abby Dennis and I will be happy to assist you with a reservation. At the end of this email is general information for group visits to Sci-Port; however, you may find more details on our website, www.sci-port.org/fieldtrip/.

In October, I have every Wed-Friday open! If just doing general admission, you would be looking at \$10 per student and for every 10 students, a teacher gets in for free. If you want to add an IMAX documentary, it would be \$7 per student and for every 10 students, a teacher gets in for free!

General admission includes access to a majority of our center and exhibits, a 30 minute live demonstration, and a 30 minute planetarium movie.

If you have more questions, feel free to email!

Sincerely,
Abby

- A school group field trip is defined as 10 or more students and is considered an educational institution.
- Admission assistance is accessible to organizations and schools situated in multiple Louisiana parishes. If you are interested, please let us know so we can determine if you are eligible.
- **A lump sum payment upon arrival is required to receive the group discount. We accept cash, credit/debit cards, and checks written out to Red River STEM.**
- Sci-Port houses the PoP Children's Museum, the IMAX Dome Theatre, the Space Center, the Gallery of Intrigue, demonstration areas and a multitude of exhibits on the Lower and Upper level. PoP is specifically designed for children through second grade.
- An Adventure in the Gallery of Intrigue, IMAX, and temporary exhibits can be reserved as an add on or a stand-alone visit.
- A group itinerary may include: 1 Planetarium program, 1 small group program, free exploration, and IMAX. Exploration of the PoP Children's Museum is automatically included as part of the general admission for PreK - 2nd as time allows.
- Our current hours of operation are Wednesday - Saturday, 9 to 5, and Sundays, Noon to 5.
- Youth under the age of 17 MUST be accompanied by an adult (17+).
- Please note that these policies are subject to change without notification.

Abby Dennis
Reservations Manager
reservations@sciport.org
318.424.3466 (work)

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*The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the Hallsville Independent School District. If you received this message by mistake, please forward this message to compliance@hisd.com <mailto:compliance@hisd.com> and follow with its deletion so that we can

Sci-Port Field Trip Confirmation

Thank you for choosing a science adventure to Sci-Port Discovery Center! This document is only to confirm we have received and inputted your reservation. It does NOT guarantee your selection of programs and it is possible your final itinerary may differ. Please email our Programs Manager, Lou Papai, at lpapai@sciport.org on the week of your visit to receive your itinerary.

School/Organization Name:	Hallsville East Elementary
Date and Arrival Time:	Friday, Oct 11, 2024 10:00 AM - 10:30 AM
Departure Time:	01:30 PM
Total number of students visiting:	115
Total number of teachers/staff visiting:	15
Chaperone Estimate:	40ish
General Admission:	Yes
Live Demonstration:	Young Isaac Newton (3RD AND UP)
Planetarium Program:	Yes
IMAX:	Decline
Adventures of Intrigue:	Decline
Seasonal Exhibit (SnoPort/GamePort):	Decline
Admissions Assistance:	No

Here are a few pointers to streamline your visit when you arrive:

- Student drop-off should be on a Lake Street heading west or in the turnaround in front of the Space Center on Clyde Fant Parkway.
- Buses may park in the parking lot behind Sci-Port, in the parking lot across Lake Street, or in the parking lot between Sci-Port and the J. Bennett Johnston Waterway Regional Visitor Center.
- If your group is making a payment, combine all money into one group payment and designate a representative to make that payment. Sci-Port accepts cash, credit/debit card and checks (payable to Red River STEM). No envelopes with loose change, please. We have a "No Refund" policy.
- Please note that your visit will include an orientation upon arrival.

If any of this information is incorrect, or needs to be updated, please notify us immediately so that we can better accommodate you. You can contact us by emailing reservations@sciport.org or calling at 318.424.3466 and asking for Abby.

Red River STEM Inc.
820 Clyde Fant Pkwy
Shreveport, LA 71101 US
finance@sciport.org



INVOICE

BILL TO
Hallsville East
420 Galliee Road
Hallsville, TX 75650

SHIP TO
Hallsville East
420 Galliee Road
Hallsville, TX 75650

DATE 8/30/2024
TERMS Due on receipt
DUE DATE 10/11/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/11/2024	General Admsslon	Students	115	\$ 10.00	\$ 1,150.00
10/11/2024	General Admsslon	Teachers (1 free teacher per 10 students)	15	\$ 10.00	\$ 40.00
BALANCE DUE					\$1,190.00