

## Planning a School Community Trip to the American Museum of Natural History

Follow these simple steps to help make your visit to the American Museum of Natural History an enjoyable experience for students and families.

### 1. Get your Urban Advantage Vouchers!

As an Urban Advantage Parent Coordinator, you have access to several vouchers for use with your students and their families:

- ✓ **School Community Field Trip** (yellow) vouchers provide free admission and one paid exhibit (Space Show, IMAX or Special Exhibit) to up to 40 people. Please note that these vouchers can **only** be used on non-school days. All Urban Advantage Parent Coordinators are issued 2 of these vouchers in the fall. Vouchers are valid through June 30<sup>th</sup>, 2018.
- ✓ **Parent Coordinator Pre-Trip** (cream) vouchers can admit you and up to 3 additional people to the Museum for free. This voucher can be used to become familiar with the Museum before organizing your Family Trip. You will receive 1 of these vouchers with your yellow School Community Field Trip vouchers in the fall. If you are unable to visit prior to your family trip, visit the AMNH website at [www.amnh.org](http://www.amnh.org) for directions and information about exhibits and special programs.
- ✓ **Family Science Day** vouchers will also be available for our October Family Science Day events. At our Family Science Day at AMNH, families can enjoy hands-on science activities, refreshments and walkthroughs of our Museum halls. These vouchers will be mailed to your **Urban Advantage Science teachers** in September.



### 2. Select a date for your trip!

Work with you UA science teachers, admins and families to decide on a date for your trip. Some recommended times of year for family trips are:

- ✓ Weekends
- ✓ Midwinter and Spring Recesses
- ✓ End of School Year (your vouchers expire 4 days **after** school ends!)

**Please note that the Museum is open daily from 10:00am to 5:45pm, with the exceptions of Thanksgiving Day and Christmas Day.**

### 3. Reserve a bus for your trip (optional)!

Urban Advantage Parent Coordinators can request a bus for use on a School Community Field Trip, Family Science Day or EXPO. Bus requests can be submitted through your myUA Portal account. Parent Coordinators have access to 2 buses during the school year (additional buses can be requested and are subject to approval by Urban Advantage). **Bus requests must be made at least 10 business days before your trip date.**

### 4. After selecting a date for your trip, please follow the steps below:

- ✓ Call AMNH Central Reservations at 212-769-5200 to make a reservation. Please inform Central Reservations if you need lunchroom space, and if you are travelling by bus\*.
- ✓ Let the visitor services representative know you are an Urban Advantage school planning a family trip.
- ✓ You will be given a reservation number, which you will write on your voucher.
- ✓ Be sure to have your Urban Advantage vouchers with you when you arrive at the Museum. Admissions staff will exchange your vouchers for tickets.

**\*Parking for buses is free at the Museum with a reservation. Urban Advantage does NOT provide free parking for personal vehicles.**

If you have any questions about planning a School Community Field Trip, please contact Justin Ramsey ([jramsey@amnh.org](mailto:jramsey@amnh.org); 212-313-7480) or Monique Garcia ([mgarcia@amnh.org](mailto:mgarcia@amnh.org); 212-769-5534)