

**Baum Gallery of Fine Art
MEMO**

To: ARTclicks! Members
From: UCA's Baum Gallery of Fine Art
& the Friends of the Baum Gallery
Date: August 2009
Re: FREE FIELD TRIP REGISTRATION FORM



ARTclicks! members may schedule one FREE FIELD TRIP at their convenience:
*a trip to take place any weekday between Thurs Sept 10 and Thurs Oct 29, 2009, OR
*a trip to coincide with the ARTclicks! DAY on Sat Oct 10, 2009.

The ARTclicks! program will reimburse the travel expenses of the member's school/district for the field trip once the Baum Gallery receives by mail an invoice on school stationery with the teacher name, date of the trip, and summary of the cost per driver and mileage. To receive reimbursement, the invoice must be dated and have the authorizing official's original signature. (No copies, please). Mail to: Barbara Satterfield, Baum Gallery, UCA, 201 Donaghey Ave., Conway, AR 72035.

REGISTRATION FORM

Please fax to the Baum Gallery at 501.450.3670 on or before Fri Sept 25, 2009!

School Name: _____ Principal Name: _____

School Mailing Address: _____

Teacher Name: _____ Teacher Phone: _____

Preferred Date of Trip: ARTclicks! Day on Sat Oct 10, 2009, OR

Number of Students Attending by Grade Level: (20 6th graders 15 7th graders, etc.)

Number of Teachers/Chaperones: _____

Special Needs of Any Attending Student: _____