



Butterfly Pavilion Field Trip Planning Guide

Make your field trip the best experience possible! Read through this guide to find out what to expect!

Prior to your visit

1. Confirm your trip information

- ❑ Review date and timing for entry, and **coordinate your arrival time accordingly.**
 - Plan to arrive 10-15 minutes prior to your class or entry time to allow for check-in and to organize students into touring or classroom groups.
- ❑ Class Visits begin with your class time, followed by your tour. Class visits may not enter the building prior to your class unless approved by Education Staff prior to your visit.

2. Arrange for chaperones

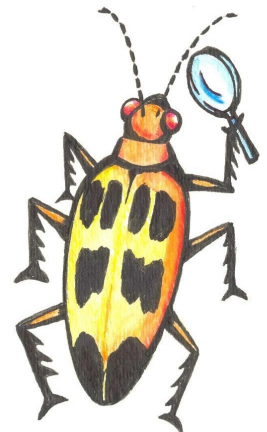
- ❑ We give 1 free adult chaperone per 5 students (adult count includes teachers)
- ❑ Extra adults are \$8.50 each (effective 9/1/10)
- ❑ We require 1 adult chaperone per 10 students

In this guide:

- ❑ Tax Exempt Information pg 1
- ❑ Bus Parking instructions pg 3
- ❑ Butterfly Pavilion Map pg 4

3. Prepare your payment

- ❑ Have a final count of students and adults.
 - Payment is due on the day of the trip, based on the number of people who actually attend.
 - We accept payment in a SINGLE transaction for your group, including extra adults.
 - We accept credit cards, checks, or cash.
 - Adult chaperones may check in separately using a membership. Students attending with a field trip may not use a membership for admission.
- ❑ Tax-Exempt Information: The Butterfly Pavilion charges a 3% admission tax on all admission prices. We are required to collect and pay this tax to the City of Westminster. We do not charge state or local sales tax on admissions.
 - If you have a tax exempt certificate from the City of Westminster, your organization's name will be on the City's list – available at <http://www.ci.westminster.co.us/Portals/0/Repository/Documents/Business/EOListing.pdf>
 - If you are not on this list, you may apply for tax exemption from admissions tax through the City of Westminster. For more information and the application, go to <http://www.ci.westminster.co.us/Portals/0/Repository/Documents/Business/AppCertTaxExemption.pdf>
 - If you are requesting that your group not be charged the admissions tax because you have a City of Westminster tax exempt certificate, the following will apply:
 - Your visit must be paid for directly by the tax exempt organization. Personal checks, cash and personal credit cards will not be accepted.
 - You must complete the City of Westminster's Affidavit of Tax Exempt Purchase EACH time you visit. This form is available at <http://www.ci.westminster.co.us/Portals/0/Repository/Documents/Business/ExemptPurchAffidavit.pdf>
 - If you are exempted from the City of Westminster tax, student admission for a class visit will be \$3.65 (instead of \$3.75), and student admission for a self-guided visit will be \$3.40 (instead of \$3.50). Tax exempt admission for extra adult chaperones will be \$8.25 (instead of \$8.50).



4. Plan your logistics

- ❑ Prepare a schedule for your day (use table at right)
- ❑ Please pre-assign groups of 5-10 students to chaperones
- ❑ Have groups of students each begin in a different one of our 4 indoor exhibit areas, and rotate through the building.
 - (This gives everyone the best possible experience, and helps everyone to see our animals and exhibits!)

Suggested Timing for your visit	
40-45 minutes	Class time (n/a for self-guided visit)
1-1.5 hours	Self-guided exhibit exploration (15-20 minutes per room)
15-30 minutes	Outdoor nature trail and Discovery Garden (Best in Spring & Fall)
15-30 minutes	Lunch at outdoor picnic tables
2-3.5 hours	TOTAL
Other considerations: Feel free to eat prior to your tour, or visit the nature trail before your class time. Adjust according to your class time or entry time. (Self-guided tour of indoor exhibits prior to class time is only permitted with prior approval)	

When you arrive: What to expect!



- ❑ Buses may drop students off at the main entrance.
- ❑ Parking for buses is across the street at the AMC theater (See page 4 for map). No on-site spaces available.
- ❑ Students must wait outside the building while teachers check in.
 - **Self-guided visits** line up by the front entrance
 - **Class visits** may line up by the flagpole to await their instructor.
 - If you have two classroom presentations scheduled, please split into two even groups.

Chaperone and student expectations

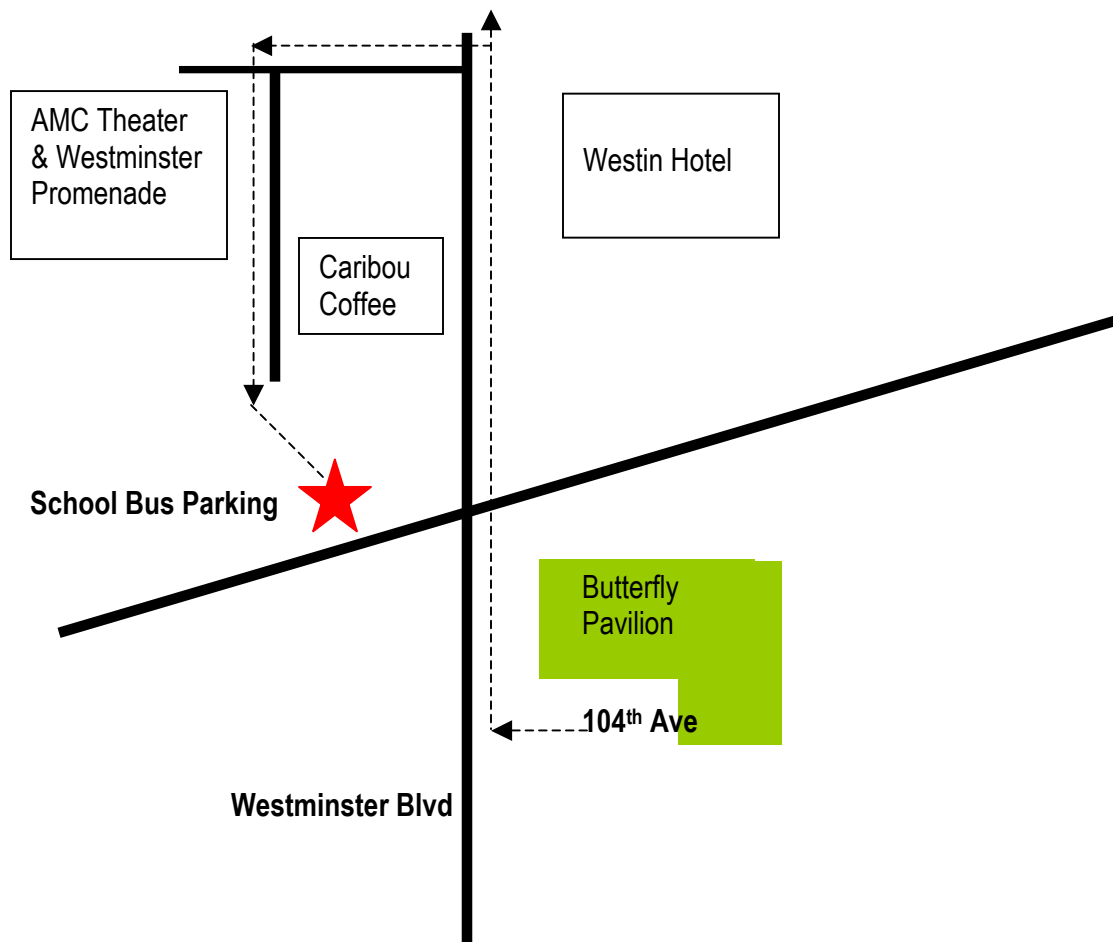
- ❑ **Students must stay within sight of their chaperones at all times** (including the gift shop). Chaperones are responsible for student behavior.
 - Enjoy your special day with the students, and engage with your group!
 - Please limit cell phone use.
- ❑ Be respectful of other visitors. Use indoor voices and walk while touring the building. Please do not block walkways or entrances.
 - Protect our animals! Please do not tap on glass cases and let butterflies choose where to land. They can touch you, but please don't touch them! Touching harms butterfly's wings, making them unable to fly.
 - Please keep one set of doors closed at all times when entering and exiting Wings of the Tropics.
- ❑ Have fun! Be sure to enjoy all our exhibits, including the Nature Trail and Discovery Garden.

Lunch at the Butterfly Pavilion

- ❑ The Butterfly Pavilion has a limited number of storage bins for lunches and coats.
 - Please plan on bringing your own storage containers! Containers can be stored at outdoor picnic tables (No indoor storage is currently available).
- ❑ We have only OUTDOOR picnic tables available for lunch or snacks. Please do not plan on indoor eating space.
- ❑ Encourage students to utilize available recycling bins and trash containers!



School Bus Parking- Butterfly Pavilion



Bus Drivers:

- ❑ Buses may drop students off at the main entrance.
- ❑ Parking for buses is across the street at the AMC theatre.
- ❑ No on-site spaces available.
- ❑ Bus Drivers receive free admission to the Butterfly Pavilion.

Thank you for your cooperation!

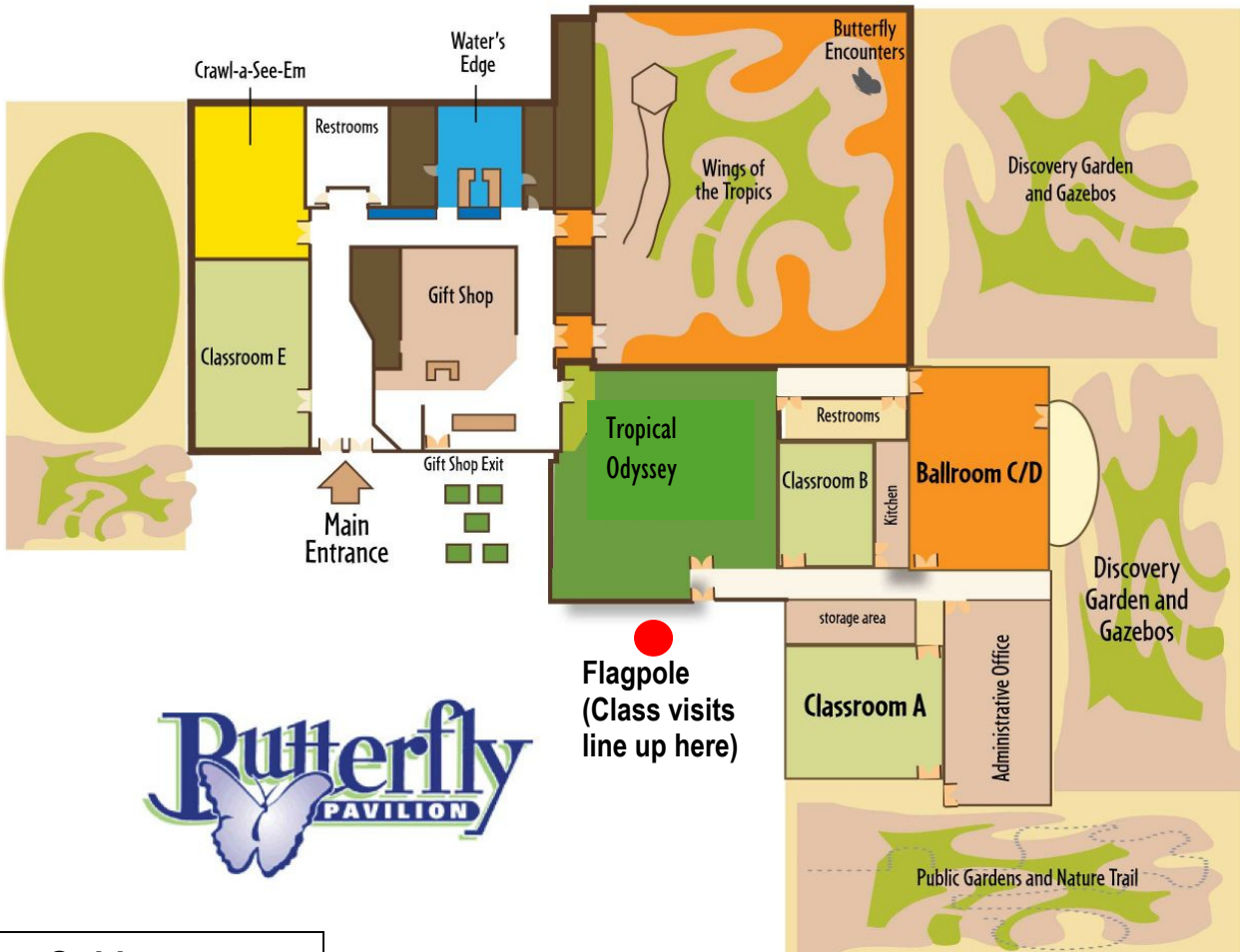


The Butterfly Pavilion Education Department
720-974-1862
education@butterflies.org

Dear Chaperone,

Thank you for choosing to spend the day with your student's group at Butterfly Pavilion! Being a chaperone is a great way to participate in your child's learning, and it is also an essential responsibility. Please follow the directions on this page for a safe and enjoyable visit!

Butterfly Pavilion Map



Planning Guide

Class Time: _____

Entry Time: _____

Lunch Time: _____

Meet the bus at: _____

Teacher's Name: _____

Phone Number: _____

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We encourage you to make copies of this sheet for chaperone use!