1. School or other tours are arranged through the Gift Shop: 648-4496

2. After a class or school selects a day, docents MUST be consulted for their availability PRIOR to confirming that the school tour is booked.

3. Docent led tours can be arranged to take place between 10:00 AM – 12:30 PM.

4. Groups should be between 15 – 40 students because of the small size of the museum. Groups below 15 should do a self-tour and groups above 60 should be avoided with the exception of two schools that come by train during the spring semester. Groups between 40 – 60 can be arranged after consulting with docents.

5. School tours are for 4th graders. Docent led tours should not be scheduled for students below 4th grade.

6. There are no tours on Saturdays due to funerals, weddings or Quinceañeras.

7. Special tours of religious groups, adult tours or docents from a church or museum can be scheduled after consultation with docents.

8. Holiday family tours will take place on Thanksgiving Saturday, Martin Luther King’s birthday and on President’s Day.

The **REGISTRATION FORM** is attached to be filled out when schools or groups call to arrange a tour. This provides needed information to conduct the tour.
REGISTRATION FORM
SCHOOL GROUP TOURS
MISSION SAN BUENAVENTURA

Please call in, email or FAX this form to:
805.648.4496      FAX: 805.643.7831
e-mail: giftshop@sanbuenaventuramission.org

Intake Date: __________________

1. Date of Tour ________________    Time: __________________

2. Name of School ________________________________________________

3. Teacher/Contact Name ___________________________ Work Phone No. __________________
   Cell Phone No. ________________________________

4. Number of Students: ________________ Number of Chaperones: ______

5. Grade Level: __________________________

6. Length of Tour time allotment: _________________________________

7. Reasonable accommodations for wheelchair access to the Mission for tour and restrooms are provided
   upon request. Mission San Buenaventura is unable to provide staff or volunteer docents to meet the
   needs of the hearing or sight impaired persons or other special needs. Schools and groups booking tours
   are requested to provide services to meet the needs of the hearing or sight impaired persons or other
   special needs.

8. Teacher requests Docents to focus on:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

9. Will students be going to:
   a. Albinger Museum _______ What time _____________?
   b. Museum of Ventura County? _______ What time _____________?

10. Will students be allowed to purchase items in the Gift Shop: ______

*******************************************************************************Gift Shop Use Below*******************************************************************************

☐ Wall Calendar Scheduled     ☐ Google Calendar Scheduled

☐ Docent contacted and agrees to the above?

   Name: _______________________ Name: _______________________

Tour rate: $45.00 for 1-35 students and two chaperones. Additional chaperones $5.00 each; additional students
$2.00 each. Please make check payable to Mission Gift Shop.

☐ Admission fee received: ☐ Cash    ☐ Check# _______   Date: _________________