



FUTURE FEMALE AVIATOR WORKSHOP CHAPERON REGISTRATION FORM-2015



Phone: 713-454-1940 ✈ Fax: 713-454-1930

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Schedule: All F.F.A. Workshops will be held on Saturdays and are 7 hours in length. Doors open at 9:30am for check-in. Upon arrival, participants will be divided into groups. Activities are staggered throughout the day on a rotation schedule that includes a thirty-minute lunch break

Enrollment: Our workshops will accommodate a maximum of 40 students. Applicants must have already completed the 5th grade and are not yet 18 years old (or have not completed the 12th grade). The 1940 Air Terminal Museum requires at least one adult chaperone for every 6 girls. Please communicate with fellow troop/group leaders to make sure your students have the necessary number of chaperones registered for this event.

Reservations & Payment: Reservations will be processed on a first-come-first-served basis. Reservations ARE NOT guaranteed until all required materials are submitted AND you receive written confirmation. Student and chaperon participants must complete separate registration forms, as indicated by the highlighted portion at the top of each document. Your completed Registration Form(s) and payment may be emailed, faxed, mailed, or personally delivered to the 1940 Air Terminal Museum (see contact information above). Fees are due in full at the time of Registration Form submission. Student tickets are \$25 each. Chaperon tickets are \$10 each.

Cancellations: Cancellations must be received by phone or email to the 1940 Air Terminal Museum by their respective Future Female Aviator Workshop registration deadline. Late cancellations and no-shows will result in forfeiture of the full deposit.

Chaperon Responsibilities: As a chaperon, you will have some supervisory and disciplinary responsibilities. They include...

- *Monitor and oversee the actions of the assigned group you are supervising. If you must leave the classroom or facility at any time, you will arrange for a fellow chaperone participant to temporarily assume your duties.*
- *Escort your group to each class rotation and watch or participate in class activities.*
- *Do everything that is reasonable and prudent to ensure the safety of your students while performing any chaperon duties. Notify a museum staff member or volunteer immediately of any safety concerns or emergency situations.*
- *Obey all safety and classroom instruction provided by Museum staff and volunteers, both in Museum facilities and on William P. Hobby Airport active ramps. Obey all safety and learning instruction provided by tour guides during an off-site aviation operations facility tour (if part of the program schedule).*

| CHAPERON PARTICIPANT INFORMATION | | | | |
|--|-------|-------------------------------------|---------------------------|--|
| NAME | | | PRIMARY PHONE | |
| STREET ADDRESS | | | EMERGENCY PHONE | |
| CITY | STATE | ZIP | EMAIL | |
| EMERGENCY CONTACT INFORMATION | | | | |
| EMERGENCY CONTACT NAME | | | RELATIONSHIP TO CHAPERONE | |
| CELL PHONE | | ALTERNATE DAY PHONE | | |
| REQUIRED MATERIALS - Wear Your <u>Official Troop/Group Leader Uniform/Shirt</u> (if applicable) and Bring: | | | | |
| <input type="checkbox"/> Water bottle (filled) | | <input type="checkbox"/> Sack lunch | | <input type="checkbox"/> Writing Utensil |
| | | | | <input type="checkbox"/> Cash for Museum Gift Shop |
| ✈ FOR MUSEUM STAFF ONLY ✈ | | | | |
| Form Received: ___/___/___ | | Staff Initials: _____ | | Enrollment Slot(s): # _____ |
| Payment Received: ___/___/___ | | Staff Initials: _____ | | Cancellation: ___/___/___ Staff Initials: _____ |

