

# NATIONAL BUILDING MUSEUM



## School Program Registration Step-by-Step Guide

Still have questions?

Call 202.272.2448

or email

[youthgroups@nbm.org](mailto:youthgroups@nbm.org)

### Select a Program

Please select the program you would like to reserve from the list below. (If you select an option that is not available (e.g., Patterns), that option will be available to you later in the booking process program.

- Be a Green Builder  
Grades 5-9  
Students learn how buildings are constructed as they act as carpenter. *Minimum of 15 students required per program.*
- City by Design  
Grades K-5  
Students design their own model city out of colorful materials and come to understand the complexity of issues associated with planning a modern city.
- Fuller's Fantastic Geodesic Dome  
Grades 5-9  
Students learn about engineering principles as they explore different structures and work together to build a 6.5 x 13' geodesic dome. *Minimum of 15 students required per program.*
- Patterns: Here, There and Everywhere  
4-year-old PreK-Grade 1  
Students learn the importance of patterns in the built environment as they make patterns and find them within the Museum's building. *Maximum of 25 students per program.*
- Washington: Symbol and City  
Grades 3-5  
Students explore the concept of symbolic architecture, learn about the history of DC, and design their own symbolic building for the National Mall.
- Green by Design  
Grades 4-9  
Students learn what makes a home environmentally friendly and then working in small groups, construct their own model green homes.
- Drawing on History Tour  
Grades 4-8  
Through guided sketching activities that reveal the hidden secrets of the building, students will investigate the structure and past of the Museum's building and begin to see the built environment in new ways. (There is no construction activity during the tour.)
- My House, My Home  
4-year-old PreK-Grade 1  
Students learn about the process of building a house through story, pictures, and an exploration of the Museum's building. *Maximum of 25 students per program.*

**1. Select the program you would like to attend. If you'd like to attend more than one type of program, you can choose that option later.**

**2. Insert a two- to four-week date range during which you are interested in visiting.**

### Select a Date Range

**Avoid Cancellations:** Most cancellations occur because teachers schedule programs on school testing days or because transportation to the Museum is not available. Please check your school's calendar and contact your transportation department before booking a trip to ensure your availability to attend a Museum program.

Start Date\*  (Must be on or after 9/26/2011)  
(mm/dd/yyyy)

End Date\*  (Recommended search is at least two weeks)  
(mm/dd/yyyy)

- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)

**Wednesday, 6/6/2012**

- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)

**Thursday, 6/7/2012**

- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)

**Friday, 6/8/2012**

- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 10:00 am - 12:00 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)
- City by Design , 12:30 pm - 2:30 pm (\$75.00)

Add to cart

*This page shows the programs that are available during the date range you chose. If a date is not listed, that means the program is not available on that date.*

**4. On your preferred date, select the number of programs that you will need for the number of students you have. Programs can serve up to 25 (Patterns and My House, My Home) or 30 students (all others).**

**In this case, I have 48 students, so I will need 2 City by Design programs that are scheduled at the same time on the same day.**

**5. Click “Add to cart.”**

# NATIONAL BUILDING

EXHIBITIONS & COLLECTIONS

PROGRAMS & LECTURES

FAMILIE

## School Program Registration

Your cart:

Program: City by Design - Grades K-5 (\$75.00)  
Date: 6/8/2012  
Time: 10:00 am - 12:00 pm

Program: City by Design - Grades K-5 (\$75.00)  
Date: 6/8/2012  
Time: 10:00 am - 12:00 pm

Total Cost: \$150.00

**7. Click  
“Proceed.”**

**6. Review the programs you’ve selected. If you made a mistake, click “Remove” and then “select additional programs” to change your selections.**

**If you’d like to select a different program on the same day or on a different day, click “select additional programs.”**

**Clicking “Select additional programs” will hold your current selections and take you back to the first page where you can select a different program within the same or a different date range.**

# School Program Registration

**Chaperone Requirements :** One chaperone is required for every 5 children in gr  
Regardless of the number of students, the Patterns and My House, My Home pr  
chaperones per program.

Please enter the following information for each of your program selections:

*Program: City by Design (Grades K-5)*

*Date: 6/8/2012*

*Time: 10:00 am - 12:00 pm*

Number of Students:

Number of Chaperones:

Grade Level:

Ctrl click to select more then one grade.

**8. Enter how many students you have in each class, how many adults (teachers and parents) per class, and the students' grade level. If you are bringing a multi-grade class, CTRL-click to select more than one grade level.**

*Program: City by Design (Grades K-5)*

*Date: 6/8/2012*

*Time: 10:00 am - 12:00 pm*

Number of Students:

Number of Chaperones:

Grade Level:

Ctrl click to select more then one grade.

**You will be unable to change your program registrations past this point!**

**9. Click "Proceed." (Or click "Change selections" to go back.)**

# School Program Registration

Please enter the following information:

\*=required

Title\*

First Name\*

Last Name\*

Describe your role:\*

Email Address\*

Verify Email Address\*

Cell Phone\* (to be used day of program)

**10. Enter your contact information.**

## Teacher Contact Information, if different from above:

*This teacher will receive a copy of the invoice and confirmation.*

Title

First Name

Last Name

Email Address

*If you are not the teacher who will be accompanying the class to the Museum, enter the teacher's contact information here. They will also receive a copy of the confirmation email.*

## School Information:

Name\*

School District\*

Select a District...

- Private School
- Homeschool
- Alexandria City Public Schools
- Anne Arundel County Public Schools
- Arlington Public Schools
- Baltimore City Public Schools
- Calvert County Public Schools
- District of Columbia Public Charter Schools
- District of Columbia Public Schools**
- Fairfax County Public Schools
- Falls Church City Public Schools
- Howard County Public Schools
- Loudoun County Public Schools
- Montgomery County Public Schools
- Prince George's County Public Schools
- Prince William County Public Schools

What kind of school is your school?\*

If you are a DC public or public charter school, please select your ward:

Is your school Title I?\*

Address Line 1\*

Address Line 2

City\*

State\*

ZIP Code\*

**Select your school district.**

## School Information:

Name\*

Main Street School

School District\*

District of Columbia Public Schools

If your district isn't listed, enter it here:

Preschool  Elementary  Middle  High School

What kind of school is your school?\*

If you are a DC public or public charter school, please select your ward:

3

Is your school Title I?\*

Yes  No

Address Line 1\*

123 Main Street

Address Line 2

City\*

Washington

State\*

District of Columbia

ZIP Code\*

20023

County\*

DC

Phone\*

202-555-1234

How would you like to receive your Educator Resource Packet(s)?\*  
These packets include pre- and post-visit lessons and information.

Download PDF (link will be presented to you at the end of your registration)

U.S. Mail

What are the goals of your visit?

We have been studying community in social studies, and would like to expand on that unit.

Please list any additional comments or special needs of your group.  
Will your group be arriving late or leaving early?

We have one student in a wheelchair. We also might be about 10-15 minutes late.

*If your district isn't listed in the drop-down list, type the district name into the other box.*

*Title I schools, DCPS, DCPCS: Your initial invoice will show the full cost of the programs. When you send in the required form, the fees will be waived.*

*Be as detailed as possible when listing any special needs so that we can prepare appropriately for your group. Please let us know if you will not be arriving on time.*

**11. Review the Museum's school program policies.**

I HAVE READ AND AGREE TO THE POLICIES OF THE NATIONAL BUILDING MUSEUM, WHICH ARE LOCATED [HERE](#)

**12. Click "Proceed."**

# NATIONAL BUILDING MUSEUM

EXHIBITIONS & COLLECTIONS

PROGRAMS & LECTURES

FAMILIES & KIDS

SCHOOLS & EDUCATORS

SUPPORT US

PLAN YOUR VISIT

ABOUT US

SHOP

Search:

## School Program Registration

City by Design	\$75.00
City by Design	\$75.00
<hr/>	
Total Cost:	\$150.00

**13. Review the costs associated with your program.**

**Your classes have not been scheduled! You must review your payment obligations below and go on to the next page before they will be scheduled!**

### Payment Options

**14. Review your payment options.**

#### Credit Card

If you choose to pay by credit card you must visit [the Museum's Payment Webpage](#) at least three weeks before your program date to pay online. If you have scheduled programs on more than one date, the full balance is due before the first program's date. (This link will also be included in the confirmation e-mail you are sent.)

#### Check

Payment by check is due three weeks before your program date. If you have scheduled programs on more than one date, the full balance is due before the first program's date. Please mail your check and a copy of your invoice to: National Building Museum, School Programs, 401 F St NW, Washington DC 20001.

#### Title I Schools, DC Public Schools and DC Public Charter Schools

If your school is a Title I school, a DC public or public charter school, in lieu of payment, please submit the [Museum's Fee Waiver Request Form](#) at least three weeks before your program. Upon receipt of your form, you will be sent an e-mail reflecting a \$0 balance. **If you do not submit this form, you will be responsible for the balance on your invoice.**

Proceed

**15. Click "Proceed."**

# NATIONAL BUILDING MUSEUM

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Search:

## School Program Registration

Please print this page for your records. You will also receive this information via email.

### Confirmation and Invoice

Generated on: August 4, 2011

Registration Number: 2661

Ms. Sally Smith  
Main Street School  
123 Main Street  
Washington DC 20023

**16. Print this page.**

Thank you for scheduling a National Building Museum school program. Please review the following information about your reservation and your payment obligations. If you have any questions, please contact the School & Youth Groups team at [youthgroups@nbm.org](mailto:youthgroups@nbm.org) or by calling 202-272-2448.

**Payment by check or credit card is due on 05/18/12, three weeks before your program date.** If you have scheduled programs on more than one date, the full balance is due before the first program's date. If paying by check, please mail your check and a copy of this invoice to: School Programs, National Building Museum, 401 F St NW, Washington DC 20001. To pay by credit card, visit <http://go.nbm.org/schoolpayment>.

If your school is a Title I school, a DC public or public charter school, to receive your programs for free, please mail or fax (202-376-3564) the [Museum's Fee Waiver Request Form](#) to the Museum by 05/18/12, three weeks before your program date.

Program:	Date:	Start Time:	End Time:	Students:	Chaperones:	Grades:	Price:
City by Design	6/8/2012	10:00 am	12:00 pm	24	4	1 2	\$75.00
City by Design	6/8/2012	10:00 am	12:00 pm	24	4	1 2	\$75.00
<b>TOTAL PAYMENT DUE:</b>							<b>\$150.00</b>

### Prepare for your visit!

Complete policies and information about how to divide your students into smaller groups, chaperone requirements, and where you can eat lunch are available at



**17. Look for a confirmation email. If you don't receive one within 10 minutes, call 202.272.2448 or email [youthgroups@nbm.org](mailto:youthgroups@nbm.org).**

National Building Museum Program Confirmation and Invoice - Message

From: National Building Museum <youthgroups@nbm.org>  
 To: sallyprincipal@school.com; jamesteacher@school.com  
 Subject: National Building Museum Program Confirmation and Invoice

**Confirmation and Invoice**  
 Generated on: August 4, 2011  
 Registration Number: 2661

Ms. Sally Smith  
 Main Street School  
 123 Main Street  
 Washington DC 20023

Thank you for scheduling a National Building Museum school program. Please review the following information about your reservation and your School & Youth Groups team at [youthgroups@nbm.org](mailto:youthgroups@nbm.org) or by calling 202-272-2448.

**Payment by check or credit card is due on 05/18/12, three weeks before your program date.** If you have scheduled programs on more than one day, please mail your check and a copy of this invoice to: School Programs, National Building Museum, 401 F St NW, Washington DC 20006.

If your school is a Title I school, a DC public or public charter school, to receive your programs for free, please mail or fax (202-376-3564) the [Museum Request Form](#) at least three weeks before your program date.

Program:	Date:	Start Time:	End Time:	Students:	Chaperones:	Grades:	Price:
City by Design	6/8/2012	10:00 am	12:00 pm	24	4	1 2	\$75.00
City by Design	6/8/2012	10:00 am	12:00 pm	24	4	1 2	\$75.00
<b>TOTAL PAYMENT DUE:</b>							<b>\$150.00</b>

**Prepare for your visit!**  
 Complete policies and information about how to divide your students into smaller groups, chaperone requirements, and where you can eat lunch are available at <http://go.nbm.org/schoolpolicies>.

**Educator Resource Packets**  
 Five of the Museum's programs include Educator Resource Packets, which contain pre-visit lessons to prepare your students for their Museum experiences. Please download these packets at <http://go.nbm.org/educatorpackets>.

- Next Steps:**
- Pay for your program (online or by mail) or submit your fee waiver request form at least three weeks before your visit or your program may be cancelled.
  - Review the school program policies and pre-visit information.
  - Read your Educator Resource Packet.