

# Chaperone Recruiting Letter



Dear Potential Chaperone,

On [day] \_\_\_\_\_ [date] \_\_\_\_\_ from [time] \_\_\_\_\_ to [time] \_\_\_\_\_, we will be taking a field trip to COSI (333 West Broad Street, Columbus, OH 43215).

Chaperones are vital to the success of this field trip, and I hope you will consider volunteering for this opportunity.

As a Chaperone, you are responsible to ensure your group of children/students:

- Arrives at lunch, movies, and other assigned places on time
- Stays together
- Follows the COSI Code of Conduct
- Explores COSI's exhibits and shows

If you are able to chaperone this field trip, please complete the following form and have your child return it by

\_\_\_\_\_.

Thank you for your support of this exciting learning opportunity.

Sincerely,

\_\_\_\_\_

### COSI Code of Conduct

COSI is a participative, hands-on environment. We invite you to learn while having fun and to use the exhibits actively, but with respect. Disruptive behavior, any forms of threats of violence, vandalism, misuse of exhibits or the building, is not welcome and will not be tolerated. Weapons of any kind are not allowed on our property. Guests who present a danger to other guests or to COSI are subject to removal from the building without warning.

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\_\_\_\_\_ I would like to chaperone the COSI Field Trip on \_\_\_\_\_

\_\_\_\_\_ I cannot chaperone this field trip, but I would be willing to chaperone a field trip in the future.

\_\_\_\_\_ I am unable to chaperone at this time.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

# Parent Permission Letter



Dear Parent or Guardian:

On \_\_\_\_\_ your child will take a field trip to COSI (333 West Broad Street, Columbus OH 43215).

Children will leave school via district buses at \_\_\_\_\_ AM and will return to school around \_\_\_\_\_ PM. Please pack a lunch, including a beverage. Each participant will be asked to pay \$ \_\_\_\_\_ for COSI admission. Any child who is not able to pay should contact me.

COSI is an active, hands-on educational environment that encourages everyone to have fun while exploring science concepts. Your child will have the opportunity to experience exhibits and shows unique to COSI.

To ensure everyone's safety, COSI expects all visitors to adhere to COSI's Code of Conduct, as follows:

*COSI is a participative, hands-on environment. We invite you to learn while having fun and to use the exhibits actively, but with respect. Disruptive behavior, any forms of threats of violence, vandalism, misuse of exhibits or the building, is not welcome and will not be tolerated. Weapons of any kind are not allowed on our property. Guests who present a danger to other guests or to COSI are subject to removal from the building without warning or refund.*

Please put completed permission slip (below) and money in an envelope with your child's name on it and return it to me by \_\_\_\_\_. Thank you for your support. If you have any questions, please don't hesitate to contact me!

✂-----

I give my permission for my child, \_\_\_\_\_, to participate in the

COSI Field Trip on \_\_\_\_\_. My child and I understand that my child is responsible for his/her behavior in a manner that respects COSI's Code of Conduct.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Child Signature \_\_\_\_\_ Date \_\_\_\_\_

My \$ \_\_\_\_\_ admission is enclosed.