



Dear Teachers and Educators:

Thank you for your interest in scheduling a field trip or outreach program with the Mr. & Mrs. F.L. Schlagle Library. To schedule your program, please call the library at 913-295-8250 (option #2) and ask to speak to our scheduling coordinator.

To help facilitate the scheduling process, here is a list of what is needed at the time of scheduling:

- 1. Name of school/organization and teacher name.
- 2. Name of program you are requesting (please see our website for our program guide).
- 3. If you are requesting a field trip or outreach to your classroom/site.
- 4. Preferred date, along with three alternative dates in case your first choice in unavailable.
- 5. Preferred time(s) of program (AM or PM). Field trips can begin as early as 9:30 am and outreaches can begin as early as 9:00 am (based on availability).
- 6. Grade or age and number of students.
- 7. If this is an outreach request, please provide the start times of each session we will be providing. Each outreach program is approximately one hour.
- 8. Any special requests or special accommodations your group or individual students may need.

Please note that dates cannot be held without all required above information. Reservations are on a firstcome, first-served basis. Once a program has been scheduled, you will receive a confirmation of your reservation with additional information regarding your program.

Bus Transportation Assistance

The Mr. & Mrs. F.L. Schlagle Library can provide bus transportation assistance for schools attending field trips to the library, if needed. Transportation assistance is restricted to Wyandotte County schools only. Assistance is provided as a reimbursement of up to \$100 per school, per semester or as library manager deems appropriate. Please reference this assistance when scheduling your visit.