# Museum Tour – Request Form

Gettysburg College

## I. Employee Information

*This section is to be completed by the employee.*

Employee Name:       Employee Cell Phone Number:

Employee Department:       Department Phone Number:

## II. Museum Tour

*Please answer the following questions about your preferences for and prior experience with museum tours provided by Gettysburg College.*

I wish to join the       museum tour on       (date).

**Please select below:**

This will be my first museum tour through Gettysburg College.

I participated in a previous museum tour through Gettysburg College on       (date).

Please share below why you wish to attend a museum tour. What do you think you will gain from this experience?

**Note #1:** Attendees of the museum tour are expected to fully participate in their visit to the museum. Please do not plan to leave the museum during your visit to DC (except for a short lunch period if the lines at the museum’s eateries are too long).

**Note #2:** Attendees will also be asked to participate in a debrief conversation on campus over the lunchtime hour to discuss their experience (to be scheduled within 2 – 3 weeks after the tour).

## III. Employee and Supervisor Signature

Employee Signature:       Date of Employee Signature:

Supervisor Signature:       Date of Supervisor Signature:

Please send the original to Human Resources, box 2443. A seat on the College bus will only be confirmed after the Human Resources Office has received this form. Reservations are made on a first come, first served basis.