



Virtual Field Trip Checklist

Thank you for reserving a virtual field trip kit from the Sugar Museum! Please use the checklist below to guide you through the process from request to pick up.

All forms can be found at www.sugarmuseum.com/education-program

- 1. Fill out and submit the online virtual lending kit request form. You will be contacted with a confirmation.
- 2. Print out lending kit contract and bring the signed form with you when you pick up the kit
- 3. Make note of your return date to be sure kit is returned to the museum on time

Please contact Liane Pasion at education@sugarmuseum.com with questions, or if you need more information. Thank you for participating in our program.