

# Museum Tour - Request Form

Employee Name: \_\_\_\_\_ Employee Cell #: \_\_\_\_\_

Employee Department: \_\_\_\_\_

Department Phone #: \_\_\_\_\_

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) - *First available seating will be given to first-timers. We will let you know if seats are available for individuals who have participated on a previous tour.*

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

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*\*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).*

*\*\*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).*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*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.*