



United States Department of the Interior

NATIONAL PARK SERVICE
El Morro National Monument
HC 61, Box 43
Ramah, NM 87321



INSTRUCTIONS TO APPLY FOR SCHOOL VISIT RESERVATION

We recommend that you first call the El Morro visitor center at **(505) 783-4226 ext. 801**, during business hours, to see if the day you wish to visit is available. Then follow this guideline for making reservations for an educational field trip. Bona fide educational or scientific institutions may qualify if the following conditions are met. Please Read Carefully. Your application package must contain both of the following:

1. There must be a direct relationship between the visit purpose and the use of the Park. The visit must be to study some aspect/resource specific to El Morro National Monument. A general statement to the effect that the visit is for “educational purposes” is insufficient by itself. ***An explanation of what the educational purpose entails and how it is related to Park resources is required. (Course outlines, lesson plans, or a copy of the curriculum meet this requirement.) Your application will not be considered without this additional information.***
2. State the course number, description and/or a copy of the catalog description for college courses or an outline of student work required for K-12. The applicant must be providing educational credit hours based on a specific course of instruction to group participants.

Please use the attached form to provide the required information OR use it as a guideline and provide the required information in letter form on school or organization letterhead.

Minimum number of Chaperones required:

1 chaperone per 20 college students

1 chaperone per 7 elementary, middle or high school students

Applications must be received 2 weeks in advance of the anticipated visit.

School reservations will not be granted on the spot at the visitor center; you must apply prior to your trip.

If the application is approved, the group’s official will receive a letter with an approval signature. The group leader must present a copy of the approved confirmation letter at the visitor center to the ranger at the desk. Group reservations do not include camping facilities.

Organizations that are generally considered service, civic or fraternal, e.g. Scouting, Rotary, Elks, etc. do NOT qualify for the education reservation, unless they meet the above applicable criteria.

Mail, email or fax application to:

Attn. School Group Coordinator, HC 61 Box 43, Ramah, NM 87321

E-mail: wendy_gordge@nps.gov

Fax: (505) 783-4689

Phone: (505) 783-4226 ext. 804



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Application for School Visit Reservation

Please print legibly and complete the entire form, including full address and contact information.

Name of Institution _____

Address _____

Official in charge of group _____ Email address _____

Number of students _____ Phone number _____

Number of Faculty/Chaperones _____ Time of Visit _____

Date of Arrival _____ Need Picnic Area? (Y/N) _____

1. Grade level and subject matter or, Course Title, Catalog Number, and Description

2. Explain the educational purpose of the trip. What aspect(s)/resource(s) of the park are to be studied:

3. I understand that this reservation request applies only for educational and/or scientific institutions that are using the park for educational purposes.

Name & Signature of Official In Charge of Group _____ Telephone _____

Title _____ Fax _____

