



CHALLENGER CENTER FOR SPACE SCIENCE EDUCATION

Instructions for Booking your Mission

- 1. Decide on the best mission for your group based on age and number of students.** Choose any additional programming on your mission day such as museum admission, planetarium show, 45 minute hands on science class, and a space for lunch. See our [Group Pricing Guide](#).
- 2. Find out about your mission payment method and transportation costs.** Challenger missions are BOCES aid able, please check with your school district business manager for details. Limited transportation funds are available to eligible groups. Fill out the [Admissions and Transportation Grant Application](#) form.
- 3. Fill out and submit the online Reservation Request Form on our website.** You will receive a call from the Challenger Learning Center office to go over mission day details and officially book your mission, and possibly schedule your teacher workshop day. Find the link below.
- 4. You may need to attend a teacher workshop.** The cost of the workshop is included in the price of the mission. The workshop is required for some of our missions. You will receive materials to help you prepare your students for their mission day.
- 5. Complete the Crew Manifest PRIOR to your mission day.** Assign your students to their job positions using the crew manifest provided to you during the teacher workshop or via email. You will learn how to fill out the manifest properly during the workshop or you can receive assistance with it by calling or emailing the Challenger office.

RESOURCES:

Call the CLC office for assistance: (518) 382-7890 ext. 236

Webpage with forms: misci.org/educators-and-group/challenger-learning-center

Email: victoria.burr@misci.org