Continuing in the tradition established by the art department, we are now organizing the third annual art department trip to the Washington museums for Saturday, March 29, 2008.

The office of academic programs plans to subsidize the cost of this event in support of its focus on student engagement. This means that only faculty who have documented their plans to use this as student engagement are eligible for the subsidized cost of $15 which will also include their students. Others may join us if seats are available, but the unsubsidized cost of $35 will apply.

- **Departure from Porterfield Parking lot at 5 a.m.**
  (to arrive in Washington at approximately 9:30 a.m.)
- **Leave Washington, from the National Gallery of Art, at 5 p.m.**
  (to arrive in Radford at approximately 10 p.m.)

All art faculty and art majors are subsidized. Instructors from other departments who wish to use this activity in their classes must submit a brief statement explaining how this will be incorporated into the class as a student engagement activity. Include the course number, index number and the name of the course. Instructors do not have to attend with their students, but the same material must be submitted.

Sign-up will begin on Monday, February 25 in Powell Hall 205 and will continue until Friday, March 21. We are reserving only three buses, therefore it will be to your advantage to sign up as soon as possible.

**February 25th:** Art department students and faculty, at $15 each

**March 3rd – March 21st:** Students and faculty from other departments, priorities assigned in order of response to this notification, at $15 each

**March 10th – March 21st:** other students, faculty and staff on a space available basis, unsubsidized fee of $35

*Should we reach full capacity before March 21st; an email notification will be sent.*

The sign-up procedure involves 3 steps:

1) Pick up a deposit slip from Ms. Katherine Dove or her assistant in Powell 205
2) Take this slip to the cashier’s window in Walker Hall - pay the assigned, non-refundable fee
3) Bring the payment receipt to Ms. Dove and the name of the participant will be added to the list.

*You must keep the receipt; it and an RU ID will serve as your bus ticket*

Interested faculty contact Alison Pack via email (apack2@radford.edu) with your statement of intention to participate and the necessary course information to include an estimate of the number of students to attend. The order of sign-up priorities will be based on the order your email is received.