

## For Teachers on Guided Field Trips

Please arrive with each of your classes divided as evenly as possible into 5 teams of students and a chaperone, with no more than 6 students per team. Students will rotate between 5 program stations. Chaperones have an active and critical participatory role in all our programming. Be ready to engage! Please fill out the following pages for ease of use on the day of your visit.

<b>Chaperone Leader:</b> _____ <b>Students:</b> 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ _____	<b>Chaperone Leader:</b> _____ <b>Students:</b> 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ _____	<b>Chaperone Leader:</b> _____ <b>Students:</b> 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ _____
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<p><b><u>Your Schedule</u></b></p> <p>Museum Visit Date: _____</p> <p>Museum Arrival Time: _____</p> <p>Teacher Class Name: _____</p> <p>Guided Program Start Time: _____</p> <p>Scavenger Hunt Start Time: _____</p> <p>Lunchtime: _____</p> <p>Museum Exit Time: _____</p>
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<p><b><u>Museums Manners</u></b></p> <ol style="list-style-type: none"> <li>1. Students and chaperone teams must move through the museum together at all times</li> <li>2. Please walk inside the museum and be aware of others in the space.</li> <li>3. Use inside voices.</li> <li>4. Obey signs – look before you touch.</li> <li>5. No food, drink, or gum in the museum.</li> <li>6. Photos are ok. Please no flash.</li> <li>7. Use only pencils for writing in the galleries.</li> <li>8. Use the stairs if you are able to, reserve the elevator for those who need it.</li> </ol>
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## For Chaperones on Guided Field Trips

*Be ready to engage! Chaperones have an active and critical participatory role in all our programming. Chaperones will lead a team of students through 1 hour of gallery exploration and work with their team during their guided program. Please fill out the following pages for ease of use on the day of your visit.*

**Chaperone Leader:** \_\_\_\_\_

**Students:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

**Your Schedule**

Museum Visit Date: \_\_\_\_\_

Museum Arrival Time: \_\_\_\_\_

Teacher Class Name: \_\_\_\_\_

Guided Program Start Time: \_\_\_\_\_

Scavenger Hunt Start Time: \_\_\_\_\_

Lunchtime: \_\_\_\_\_

Museum Exit Time: \_\_\_\_\_

**Museums Manners**

1. Students and chaperone teams must move through the museum together at all times
2. Please walk inside the museum and be aware of others in the space.
3. Use inside voices.
4. Obey signs – look before you touch.
5. No food, drink, or gum in the museum.
6. Photos are ok. Please no flash.
7. Use only pencils for writing in the galleries.
8. Use the stairs if you are able to, reserve the elevator for those who need it.

**Helpful Tips for Chaperones**

- 1.) **Museum Manners:** You are responsible for the behavior of the students in your team! Let students know immediately if they are not meeting your expectations.
- 2.) **Be encouraging:** Encourage students to ask questions and praise them for inquisitiveness and good behavior.
- 3.) **Discuss & explore:** Use student questions as an opportunity to dive deeper. Answer questions with a hint or another question (e.g. “where could we look to find that out?” or “maybe this display can help us find out”) and summarize/share student comments with team.
- 4.) **Look closely:** Ask your team these questions about objects/images you encounter:
  - What are we looking at? What is going on here?
  - What do you see that makes you say that?
  - What else do you notice/what more can we find?
- 5.) **Work as a team:** Encourage students to be respectful of each other’s ideas, to share materials, to take turns reading, and to work together to accomplish team goals.
- 6.) **Review:** When you are done with an activity, recap what your team did/saw/learned.

## For Teachers on Self-Guided Field Trips

*Please arrive with each of your classes divided into teams of no more than 6 students and 1 chaperone, or as evenly as possible. Our galleries are small and winding. We ask that all students and chaperones stick together for safety and to support engagement in the galleries.*

<b>Chaperone Leader:</b> _____ <b>Students:</b> <hr style="border: 1px solid black;"/> 1) _____ <hr style="border: 1px solid black;"/> 2) _____ <hr style="border: 1px solid black;"/> 3) _____ <hr style="border: 1px solid black;"/> 4) _____ <hr style="border: 1px solid black;"/> 5) _____ <hr style="border: 1px solid black;"/> 6) _____ <hr style="border: 1px solid black;"/>	<b>Chaperone Leader:</b> _____ <b>Students:</b> <hr style="border: 1px solid black;"/> 1) _____ <hr style="border: 1px solid black;"/> 2) _____ <hr style="border: 1px solid black;"/> 3) _____ <hr style="border: 1px solid black;"/> 4) _____ <hr style="border: 1px solid black;"/> 5) _____ <hr style="border: 1px solid black;"/> 6) _____ <hr style="border: 1px solid black;"/>	<b>Chaperone Leader:</b> _____ <b>Students:</b> <hr style="border: 1px solid black;"/> 1) _____ <hr style="border: 1px solid black;"/> 2) _____ <hr style="border: 1px solid black;"/> 3) _____ <hr style="border: 1px solid black;"/> 4) _____ <hr style="border: 1px solid black;"/> 5) _____ <hr style="border: 1px solid black;"/> 6) _____ <hr style="border: 1px solid black;"/>
<b>Chaperone Leader:</b> _____ <b>Students:</b> <hr style="border: 1px solid black;"/> 1) _____ <hr style="border: 1px solid black;"/> 2) _____ <hr style="border: 1px solid black;"/> 3) _____ <hr style="border: 1px solid black;"/> 4) _____ <hr style="border: 1px solid black;"/> 5) _____ <hr style="border: 1px solid black;"/> 6) _____ <hr style="border: 1px solid black;"/>	<b>Chaperone Leader:</b> _____ <b>Students:</b> <hr style="border: 1px solid black;"/> 1) _____ <hr style="border: 1px solid black;"/> 2) _____ <hr style="border: 1px solid black;"/> 3) _____ <hr style="border: 1px solid black;"/> 4) _____ <hr style="border: 1px solid black;"/> 5) _____ <hr style="border: 1px solid black;"/> 6) _____ <hr style="border: 1px solid black;"/>	<b>Chaperone Leader:</b> _____ <b>Students:</b> <hr style="border: 1px solid black;"/> 1) _____ <hr style="border: 1px solid black;"/> 2) _____ <hr style="border: 1px solid black;"/> 3) _____ <hr style="border: 1px solid black;"/> 4) _____ <hr style="border: 1px solid black;"/> 5) _____ <hr style="border: 1px solid black;"/> 6) _____ <hr style="border: 1px solid black;"/>

**Your Schedule**

Museum Visit Date: \_\_\_\_\_

Museum Arrival Time: \_\_\_\_\_

Teacher Class Name: \_\_\_\_\_

Guided Program Start Time: \_\_\_\_\_

Scavenger Hunt Start Time: \_\_\_\_\_

Lunchtime: \_\_\_\_\_

Museum Exit Time: \_\_\_\_\_

**Museums Manners**

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8. Use the stairs if you are able to, reserve the elevator for those who need it.

## For Chaperones on Self-Guided Field Trips

*Be ready to engage! Chaperones will lead a team of students through 2 hours of gallery exploration. Our galleries are small and winding. We ask that all students and chaperones stick together for safety and to support engagement in the galleries.*

**Chaperone Leader:** \_\_\_\_\_

**Students:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

**Your Schedule**

Museum Visit Date: \_\_\_\_\_

Museum Arrival Time: \_\_\_\_\_

Teacher Class Name: \_\_\_\_\_

Guided Program Start Time: \_\_\_\_\_

Scavenger Hunt Start Time: \_\_\_\_\_

Lunchtime: \_\_\_\_\_

Museum Exit Time: \_\_\_\_\_

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