

Planning Your Field trip to MOHAI

The following information will help you plan your field trip to the museum. For more information about field trip options and pre-visit lesson plans, please visit our website: <https://mohai.org/education/at-the-museum>.

Guided Programs and Gallery Activities

Guided field trips consist of a 1 hour facilitated program on a chosen topic and 1 hour of a gallery activity. Self-Guided field trips typically consist of 1.5 hours of a gallery activity and exploration. All groups are required to have a self-guided gallery activity to help focus their time in the galleries. All chaperones will lead their team through the guided program and self-guided gallery activities using materials written in English (Spanish materials available on request). Clipboards and pencils will be provided by the museum. The option of additional gallery time may be available; please contact us to request more time. Choose from the following three options when making your reservation:

- MOHAI-provided iPad scavenger hunt in small teams of 2-6 students (maximum 5 iPads per class)
- MOHAI-provided paper scavenger hunt (one per student, clipboards and pencils provided)
- Design your own activity (teachers are welcome to contact museum staff in advance for ideas or assistance to design an activity. All teachers with an existing reservation can come to the museum for a free pre-planning visit).

Arrival

- Chaperones have an active and critical participatory role in all our programming. **A minimum of one adult for every 6 students is required**; groups are welcome to bring additional chaperones at no extra cost up to a ratio of one adult per 2 students, after which regular admission rates apply.
- Before your field trip, break students into teams of no more than 6 students and assign at least one chaperone leader to each team. Students will be working as a team during their guided program and self-guided gallery activity.
- Please go to <http://mohai.org/visit/> one day prior to your visit for up-to-date information on driving directions, drop-off locations, and school bus parking.
- Please plan to arrive at your scheduled arrival time noted on your confirmation document. If you will be more than 15 minutes late, please notify MOHAI's visitor services staff by calling 206- 324-1126. Enter at the group entrance doors, directly to the right of the main entrance. A staff member be there to meet you.
- MOHAI will provide a storage area for coats and lunches. Please leave backpacks, valuables, and unnecessary belongings at school as we have limited space; MOHAI is not responsible for lost or stolen items. Students may not wear backpacks into the galleries.
- Chaperones should not bring additional children who are not part of the class and are asked to turn off their cell phones in order to give their group their full attention and guidance.

Lunch

- **MOHAI does not have an indoor lunch facility.** Groups eating lunch at the museum should plan to eat in the surrounding Lake Union Park, which does not have covered seating. In the case of rain, museum staff will do their best to accommodate though cannot guarantee a dry space for your group. Eating lunch back at school is recommended in these instances.
- A café is located on-site. Seating is for café patrons only; outside food and drink (including sack lunches) is not permitted.
- Students with full bellies are happy students! Please keep in mind your typical lunch times while making your reservation and let us know if you have concerns.

Museum 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.

Payment

- Self-guided visits cost a flat rate of \$50 per class (10– 30 students). Up to 5 classes (or 150 students max) can be accommodated in the museum at one time across all school reservations for the day. Up to one adult chaperone for every two youth admissions is included free in this flat rate; additional adult admissions beyond this ratio are charged the standard per-person rate.
- Guided programs cost a flat rate of \$200 per class/program group (10– 30 students), the exception of the Hands on History program (\$225). Up to 3 program groups (90 students) can be accommodated in the museum in one day. Up to one adult for every two youth admissions is included in this flat rate; additional adult admissions beyond this ratio are charged the standard per-person rate.
- Payment via cash, check, or credit card **MUST** be received by the date of your visit. If submitting payment via purchase order, your PO **MUST** be received by the payment due date.
- Scholarships and Partial bus reimbursement are available for schools with 40% or more students eligible for the Free and Reduced Lunch Program. Please indicate your eligibility when making your reservation.

Cancellation

Late changes disadvantage other teacher! **ALL date changes and cancellation requests made within 14 days of your scheduled field trip incur a fee.** \$15.00 for self-guided programs and \$50.00 for guided programs.

If you have any questions or concerns about the above guidelines, please contact:

Education Department

Phone: 206-324-1126 ext. 106 or email: education@mohai.org