



United States
Marshals Museum



FIELD TRIP PLANNING GUIDE
TEACHER AND CHAPERONE
RESPONSIBILITIES

Scheduling Tours

School tours must be scheduled in advance and are available at 9:30 a.m. or 12:30 p.m., Tuesday through Friday. Monday tours may be offered pending availability and will be self-guided experiences only.

Capacity and Experience

School Groups may bring a maximum of 120 students during their requested time slot. Please note the Group Experience Options table for staffing and resources available for group size. Full experience offerings are limited to groups with a maximum of 60 students. Groups of more than 120 students will need to schedule multiple visit times or dates.

Admissions

The admission rate for visiting school groups is \$8.00 per student. The museum requires 1 chaperone per 10 visiting students. Required chaperones and bus drivers receive complimentary admission. All additional adults exceeding the required ratio receive the discounted group rate of \$13 per additional adult.

Final headcounts and changes to the reservation must be made 7 days before the scheduled visit. No adjustments will be issued for any absentees on the day of the visit. All rates are subject to applicable taxes.

Arrival

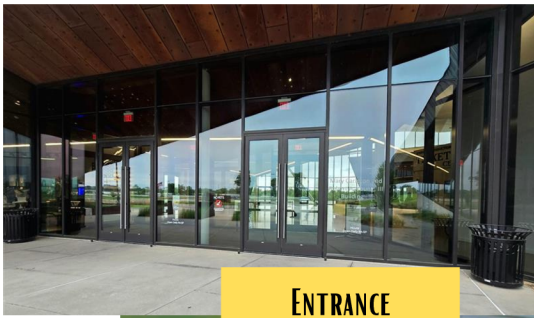
Upon arrival, buses will offload students in the Bus Drop-Off zone and then park in the designated bus parking area as indicated on the attached site map. Groups will enter through the main museum entrance.

Field Trip Schedule

Student gallery visits take a total of 90 minutes to complete.

Additional school visit request:

- Guided tour [30 minutes] A museum program team member will take students on a guided tour of the experience area. The tours provide an overview of the permanent exhibit spaces. After the overview tour, school groups will have access to visit and explore the experience in their small groups. [60 student maximum]
- Classroom program [1 hour] Students will extend their visit experience through a menu-selected program offering. A museum program team member will lead the program. [30 student maximum per program, 2 program maximum per visit]
- Indoor lunch space [30 minutes per rotation] Indoor cafe seating reservation [35 students maximum per rotation, 2 rotation maximum per visit]
- Outdoor lunch space [30 minutes] Picnic on the lawn reservation. [120 students maximum]



ENTRANCE



BUS DROP-OFF

BUS PARKING

Group Experience Options

Student Group Size	Guided Tour	Self-Guided Tour	Add-on program	Outdoor Lunch Area
≤ 60	yes	yes	yes	yes
61-70	no	yes	no	yes
71-120	no	yes	no	yes

Recommended Visit Duration:
 Guided or Self Tour- 1.5 hours
 Tour and Add-on program- 2.5 hours
 Onsite Lunch- .5-1 hour to visit

FIELD TRIP PLANNING CHECKLIST

Before Your Visit

- Complete the USMM School Visit Request Form.
- Collect signed permission slips.
- Review Educator Gallery Guides and virtual guide tour video as pre-visit support.
- Contact the museum to confirm trip details, including any specific requirements/requests.
- Distribute the "Teacher and Chaperone Responsibilities and Student Conduct" document.
- Make a master list of chaperones and students. USMM requires a 10:1 chaperone ratio. (\$13 charge per additional adult beyond the required ratio)
- Changes to the reservation must be made 7 days before the scheduled visit. A reduction in headcount will not be made on the day of the visit.
- Name tags with students' names are recommended.

The Day of Your Visit

- Have students use the restroom before departing for the USMM.
- When checking in with the USMM programs team, the on-site point of contact should have a final, separate head count of students and chaperones.* A 10:1 chaperone ratio is required.
- Have students subdivided and assigned to chaperones.
- Collect all monies due upon arrival, including money from additional adults. Consider paying with a check or credit card to expedite the check-in process.

At the Museum: When You Arrive

- The on-site point of contact should meet with the USMM programs team member at the designated entrance. Be sure to have the final, separate student and chaperone count and any due payments.
- Backpacks and larger bags or items must be left on the bus. Exceptions: Medical bags assigned to teacher/chaperone
- No eating, drinking, or use of a water bottle is allowed in the exhibit galleries. Drinking fountains are located near the restroom facilities.
- Have students pre-divided and ready to follow the programs team into the building.

FIELD TRIP PLANNING CHECKLIST

At the Museum: During Your Visit

- If you are scheduled for a guided tour:
 - The programs team member will conduct an approximate 30-minute overview tour of the galleries. At the end of the overview tour, chaperones may return to the galleries and revisit areas of interest with their student group.
- If you are scheduled for a self-guided tour:
 - The on-site point of contact will distribute the gallery map to the teachers and chaperones
 - Each chaperoned group should start in a particular gallery and proceed clockwise.
 - Students must stay with their chaperones at all times.
 - Each group will be led by a teacher or chaperone (who must be with their group at all times) through the museum galleries.
 - Chaperones must effectively supervise the students and ensure appropriate behavior.
 - Hands-on and interactive opportunities are The First 13 book (Frontier Marshals), saloon trivia card game (Frontier Marshals), Marshals Challenge (A Changing Nation), Home and Abroad (Modern Marshals), In Their Own Voices Theater (Modern Marshals), and To Carry a Badge (Modern Marshals)
 - Taking pictures is allowed but without a flash.

At the Museum: After Your Visit

- Implement the post-visit curriculum in the classroom (optional).
- Remember to complete the USMM Field Trip Evaluations. An e-mail containing a link to the evaluation will be sent to you the week following your tour.

TEACHER AND CHAPERONE RESPONSIBILITIES

Teacher / Chaperone

To make your experience as pleasant as possible:

- Make sure the students in your group know your name.
- Please make sure you know the schedule for the day: when and where you should report before leaving school, when and where to meet before leaving the museum, time for departing and arriving, lunch plans, etc.
- Backpacks and larger bags or items must be left on the bus—exceptions: Medical bags assigned to teacher/chaperone.
- Make sure your group stays together at all times.
- There are only a few places in the museum where touching displays are encouraged: The First 13 book (Frontier Marshals), saloon trivia card game (Frontier Marshals), Marshals Challenge (A Changing Nation), Home and Abroad (Modern Marshals), In Their Own Voices Theater (Modern Marshals), and To Carry a Badge (Modern Marshals)
- No eating, drinking, or use of a water bottle is allowed in the exhibit galleries. Drinking fountains are located near the restroom facilities.
- Taking pictures is allowed but without flash.
- You are responsible for the safety and behavior of the students assigned to you. You must stay with your students at all times. We reserve the right to remove any individual or group refusing to comply with reasonable standards of behavior.
- Accompany and guide your students during your visit and assist your students with the interactive components of your visit.
- Encourage the students to talk about their experiences during and after their visit.

Student Conduct

- Respect and share the museum exhibits with other guests.
- Stay with chaperones or teachers at all times.
- Be respectful of others, do not run, and use a quiet voice.
- Observe with your eyes and not your hands, except for the hands-on interactives, classrooms, or cart stations.
- Please do not climb on exhibits.
- Sleeping or lying down in public spaces is not allowed.
- Have an extraordinary time, and come back soon!

RESPONSABILIDADES DEL MAESTRO Y EL CHAPERÓN

Maestro / Chaperón

Para que su experiencia sea lo más agradable posible:

- Asegúrese de que los estudiantes de su grupo sepan su nombre.
- Asegúrate de conocer el horario del día: cuándo y dónde debes presentarte antes de salir de la escuela, cuándo y dónde encontrarte antes de salir del museo, hora de salida y llegada, planes de almuerzo, etc.
- Las mochilas y bolsas o artículos más grandes deben dejarse en el autobús; excepciones: bolsas médicas asignadas al maestro/chaperón.
- Asegúrese de que su grupo permanezca unido en todo momento.
- Solo hay unos pocos lugares en el museo donde se fomentan las exhibiciones conmovedoras: el libro Los primeros 13 (Frontier Marshals), el juego de cartas trivia de salón (Frontier Marshals), Marshals Challenge (A Changing Nation), Home and Abroad (Modern Marshals), In Teatro In Their Own Voices (Modern Marshals) y To Carry a Badge (Modern Marshals).
- No se permite comer ni beber en las galerías de exhibición. Los bebederos se encuentran cerca de los baños.
- Se permite tomar fotografías pero sin flash.
- Usted es responsable de la seguridad y el comportamiento de los estudiantes que se le asignan. Debe permanecer con sus estudiantes en todo momento. Nos reservamos el derecho de eliminar a cualquier individuo o grupo que se niegue a cumplir con los estándares razonables de comportamiento.
- Acompañe y guíe a sus estudiantes durante su visita y ayude a sus estudiantes con los componentes interactivos de su visita.
- Anime a los estudiantes a hablar sobre sus experiencias durante y después de su visita.

Conducta del Estudiante

- Respete y comparta las exhibiciones del museo con otros invitados.
- Quédese con chaperones o maestros en todo momento.
- Sea respetuoso con los demás, no corra y use una voz baja.
- Observe con los ojos y no con las manos, a excepción de los interactivos prácticos, las aulas o las estaciones de carritos.
- Por favor, no se suba a las exhibiciones.
- No está permitido dormir o acostarse en espacios públicos.
- ¡Disfruta de un tiempo extraordinario y vuelve pronto!