

**Dear Field Trip Chaperone,**

**Thank you for assisting us with our trip to the New York State Museum!**

Our visit is scheduled for \_\_\_\_\_.  
(date) (time)

Please meet us at \_\_\_\_\_ at \_\_\_\_\_.  
(location)

We will return to school by \_\_\_\_\_.  
(time)

During this trip, our students participate in the following guided tour:

\_\_\_\_\_  
(title of scheduled tour)

Main themes the students will learn about and discuss include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additionally, our group may also visit the following areas in the Museum:

\_\_\_\_\_  
\_\_\_\_\_

During this trip, you will be responsible for leading a group small group of students (no more than 10 students per adult). A list of chaperone guidelines, group guidelines, and museum maps are attached. Please bring these materials with you the day of our excursion. If you have any questions or concerns about the trip and/or the content of the tour, please contact me.

Your time and assistance are greatly appreciated.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

## Chaperone Strategies

- ☐ Go over the attached Group Guidelines form with your group, either on the bus or just prior to beginning your scheduled tour.
- ☐ Touch base with the teacher/group leader about your responsibilities before, during and, especially, after the tour. Will you be responsible for returning the group to the bus, or leading them to a designated lunch area?
- ☐ Review the attached Museum Floor Map. Make sure you are familiar with navigating through the Museum and how to return to the lobby, restrooms, and/or designated meeting locations.
- ☐ Reviewing the day's itinerary and goals will help keep students focused, quiet and orderly while they wait for their tour to begin.
- ☐ As your group travels through the museum, please encourage students to remain quiet, orderly, and respectful of other groups and visitors.
- ☐ A trip to the restroom prior and immediately after scheduled tours will help keep your group on time and focused!
- ☐ Remain vigilant of your students. Remind them to keep their distance from artwork and other fragile or historic objects.
- ☐ During your tour, If you have any questions or need immediate assistance, Museum staff are available in the lobby, and security guards are stationed throughout the museum.
- ☐ Students often have worksheets to complete. Please ensure that they are not using exhibit cases, walls or pedestals as writing surfaces.
- ☐ Have fun! Challenge your students to ask questions about the things they see. On the return trip back to school, ask follow-up questions or just strike up conversation about the day's events.



Please review the following guidelines with your group, teachers and chaperones prior to your visit. Any groups not able to adhere to these guidelines will be asked to leave. Your cooperation is greatly appreciated.

## BEHAVIOR

- ✓ One adult must accompany each group of ten children (1:10).
- ✓ ALL STUDENTS MUST BE ACCOMPANIED BY AN ADULT CHAPERONE AT ALL TIMES.
- ✓ Be courteous to other visitors: use "inside voices" and share exhibit spaces with other groups and visitors.
- ✗ Safety is important: No running, smoking, yelling, or rough-housing.
- ✗ No food, drink, candy, or chewing gum. Dispose of all trash in trash receptacles.
- ✗ No abusive language or gestures.
- ✗ Groups failing to observe these guidelines will be asked to leave the museum.



## Artifacts & Displays

Please help us protect and preserve the priceless objects in our collections. Do not touch the items on display, or use exhibit cases, walls or pedestals as writing surfaces.



## Photography

Photography is allowed in most galleries, except where noted for special exhibits. Tripods and secondary lights may not be used.

# FIRST FLOOR

# NEW YORK State Museum



■ NEW YORK METROPOLIS
 ■ NATIVE PEOPLES OF NEW YORK
 ■ ADIRONDACK WILDERNESS  
■ BIRDS OF NEW YORK
 ■ FIRE ENGINE HALL
 ■ GALLERY SPACE

# FOURTH FLOOR

# NEW YORK State Museum

