WEST BATON ROUGE MUSEUM

WBR Museum
Field Trip Preparedness Checklist:

☐ Group leader has received a confirmation of booking from WBR Museum Educator.

☐ Group leader has provided the Museum Educator with his/her group's Tax Exempt Certificate if applicable.

☐ Group leader has an accurate count of all of the field trip participants: students, teachers, adult volunteers since all are required to pay admission.

☐ Group leader has completed the Admissions' Worksheet to facilitate check-in.

☐ There is an adequate number of chaperones for the number of children participating-- a recommended 1 to 10 ratio for pre-k-1st grades & 1 to 15 ratio for all other grades.

☐ Chaperones are prepared and able to manage their charges and handle any discipline issues.

☐ Group leader has pre-divided larger groups into manageable sizes to visit historic structures or participate in hands-on activities—a recommended max of ~ 10 to 15 kids per group.

☐ Group leader and all chaperones have read "Guidelines" handout and understand their roles.

☐ Prior to visit, all teachers have instructed students about proper museum behavior, e.g. no touching without being told to do so, no running, no loud voices, be respectful to the guides and avoid talking while they are.

Museum Manners

How to Make the Most of Your Visit

Teachers and chaperones, please help us make your fieldtrip experience as enjoyable and informative as possible by discussing appropriate behavior and expected learning outcomes with students prior to your visit. By actively promoting discipline among your group members/students during your visit you can help enhance your museum experience. Additionally, having an accurate count of the number of individuals in your group prior to arrival helps the check-in process go smoother. See the attached admissions worksheet. Please pre-divide larger groups into smaller ones of no more than 25 so that everyone can fit into our historic structures safely. It's also recommended to outfit each student with a name tag so that our staff and volunteers can readily call on individual children.

Before your visit:

Discuss the type of behavior expected in the museum setting that differs from everyday activity, like keeping voices quiet. Remind students that a museum houses artifacts that are frequently very old, rare or precious and students should refrain from touching, leaning on items or horse-play, especially in our historic outbuildings. Remind them that there are likely to be other visitors on campus who also want to enjoy their time in the facility and that they should be mindful of that in their behavior. There will be opportunities for hands-on activities where touch and talking will be appropriate and guides will announce and direct those.

During your visit--A few rules:

Teachers and chaperones

Although our staff may step in if needed to assure everyone's safety and comfort, they are limited in what they can do given that guides do not even know your students' names. So please make sure that chaperones are adequately prepared to provide guidance and discipline during the visit.

We ask that you or a staff member guide your students through an activity if they have difficulty working without help from adults.

Students

When a guide or a teacher is speaking to your group, please allow him/her to finish before raising your hand if you have a question or comment. Otherwise, we ask that you do not talk so that everyone can hear.

You MAY NOT touch the artifacts or exhibits. Guides will direct students on those occasions when touching is appropriate.

Class/Group	# of Students	# of Teachers/ Chaperones/ Adults	# of Seniors (62 & up)	# of WBR Parish residents
Class 1				
Class 2				
Class 3				
Class 4				
Class 5				
Subtotal 1				
X Admission Fee **(if tax exempt)**	**X** $2.09 **(X $2.00)**	**X** $4.18 **(X $4.00)**	**X** $2.09 **(X $2.00)**	**X** $0.00
Subtotal 2				
			Total Admission (add all squares of Subtotal 2 row) $_____	