



Recommendations and Tips for a Successful Field Trip to Seattle Children's Museum

A few months out...

___ Calculate cost (including transportation) and get approval for the field trip from your principal/executive director

___ Contact SCM's Booking Coordinator through the Group Visits page at thechildrensmuseum.org with questions and date availability, follow instructions via email for booking

___ Pass along SCM invoice to school office or organization's account payable so payment can be made on day of visit (cash, credit, check, or PO)

___ Reserve buses or finalize transportation arrangements

___ Establish how money will be collected from parents (by teacher or office)

___ Ask parents if they'd like to chaperone and establish chaperone numbers based on SCM required ratio (1:4)

One month out...

___ Once chaperones have confirmed, assign groups of kids to each chaperone based on SCM required ratio

* Fun note – if a student has a parent going, let him/her choose 1-2 people for his/her group.

* If you have enough chaperones, don't assign yourself a group. That way, you can have more fun circulating the Museum and trouble shooting

___ Prepare a packet for chaperones including the following information:

- Some basic SCM information and rules:
 1. In and out privileges at SCM are as a group. A chaperone may not leave his/her group of children alone in the Museum
 2. All hot beverages must be in spill proof, lockable lids (no paper cups). Travel mugs work great!
 3. SCM has many unique exhibits- be sure to spread out! And, try to spend **at least** 10 minutes in each exhibit before moving onto the next. There is a lot to explore!
- The schedule for the day of including meeting place, lunch time and location, etc.
- Group list including the names each chaperone is responsible for and cell phone numbers for teachers



One week out...

- ___ Review group lists for changes
- ___ Make copies of packets for all chaperones
- ___ Double check with transportation
- ___ Double check with school office or organization's account payable that payment is in order for day of visit
- ___ Create identification badges for children and chaperones – include the school/organization name and chaperone's name (this is helpful for your group but not required by the museum)

Day before...

- ___ Review with students behavior expectations and remind them to bring a sack lunch
- ___ Contact all chaperones to remind them where and when to meet and answer any questions
- ___ Provide a storage container for each group's lunches (labeled laundry baskets or boxes work great)

Day of...

- ___ Get current head count of adults and kids to inform SCM's Booking Coordinator upon arrival at the Museum
- ___ Have chaperones check for names on lunches and put in group containers
- ___ Gather groups – hand out name tags and chaperone packets (briefly explain packets to adults and have them review on the bus ride)
- ___ Before you get off the bus, clarify with the bus driver exactly what time and where everyone must return to the bus – make sure this is also clear with the chaperones
- ___ Check-in with the Booking Coordinator at the Museum's main office (not the box office window)

*** Please have your group line up with their chaperones in the hallway, against the windows outside the Museum; Museum staff member will escort the group into the Museum**

- ___ Have a fun filled time!