

Dear Chaperone,

**Thank you for joining us on our field trip to the Indiana State Museum!  
Here are some additional details for the day:**

We will visit on \_\_\_\_\_ (date).

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

You can park your car \_\_\_\_\_ (location).

Our lunch plans are: \_\_\_\_\_

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

You will receive a field trip guide on the day of the field trip that will include reminders for our day and student goals. You will be assigned to lead a small group of students during the field trip. Students are expected to stay with you at all times.

You aren't expected to be an expert on Indiana! Museum staff members (in blue polo shirts) will be available to answer questions during our visit. Asking students open ended questions about what they see or think about an object is a great way to spark discussion.

Let me know if you have any questions before the trip. Thank you for sharing your time with our students!

Sincerely,

\_\_\_\_\_ (teacher name)

\_\_\_\_\_ (contact information)

