



# EDUCATOR

## FIELD TRIP PLANNING GUIDE



### PREPARE STUDENTS

Your students may have limited experience in museums. Here are some great reminders:

- Have walking feet.
- Use your inside voices to share your thoughts and observations.
- Stay with your chaperone group.
- How do we know if something can be touched? There may be a sign that says “please touch!”. If there is a barrier (glass, rope, wire) between the object and you, don’t touch. There are no places to climb or jump.

Should students focus on a certain area or content? Do you have questions that you want them to consider while exploring the museum? Discuss this before your field trip.

### CHAPERONE PREPARATION

Chaperone to student ratio is 1:5 for all grade levels.

Send your chaperones a confirmation email. At the end of this document is a sample letter you can copy, edit, and send.

Complete the *Chaperone Guide* and have a copy of it ready for adults at the start of the field trip.

### EDUCATOR PREPARATION

Consider your grade level and classroom goals for this field trip. Is this a celebration or fun field trip? Are you introducing a theme or topic to your students? Are you wrapping up a unit and want to review content with your students? This will help you guide your students and chaperones on what they should focus on during their visit.

Some students and classes need to know what to expect. We can help with that! Check out the field trip video here: [indianamuseum.org/field-trips/](http://indianamuseum.org/field-trips/) and content related videos at [indianamuseum.org/educator-resources/](http://indianamuseum.org/educator-resources/)

# EDUCATOR FIELD TRIP PLANNING GUIDE CONTINUED

## BEFORE YOUR VISIT

Our website has additional information to prepare you for your field trip. Visit: [indianamuseum.org/field-trips/](http://indianamuseum.org/field-trips/)

- Register for a field trip by calling the museum at 317.232.1637 Monday through Friday from 9am-5pm or Saturday and Sunday from 10am-5pm. Or complete the online inquiry form at the above link. To learn more or schedule a school program during your field trip, contact Krystle Mangan, program and schedule manager at 317.509.7679 or [kmangan@indianamuseum.org](mailto:kmangan@indianamuseum.org).
- Complete necessary school and Indiana State Museum paperwork.
- Coordinate transportation.
- Recruit and prepare your chaperones. See suggestions below.
- Coordinate lunch. Will students eat at school or at the museum? Should students pack lunch or will school provide lunch?
- Prepare your students and fellow educators for the field trip. See suggestions below.

## DURING YOUR FIELD TRIP

If arriving by bus, you will be greeted by an Indiana State Museum staff member. They will instruct you on where to check-in and where students, educators, and chaperones should meet.

Check-in at the first floor Ticket Counter located at the bottom of the stairs.

After checking in, distribute wristbands to chaperones and educators. Once they have their wristbands, chaperones and their students are welcome to explore the museum.

## AFTER THE FIELD TRIP

Extend the field trip by connecting students' experience at the Indiana State Museum to what they are learning in the classroom.

Encourage students to:

- Reflect on what they saw and did during their field trip.
- Connect their museum explorations with their school learning.
- Share and discuss their experience with fellow students and family.
- Investigate further.

