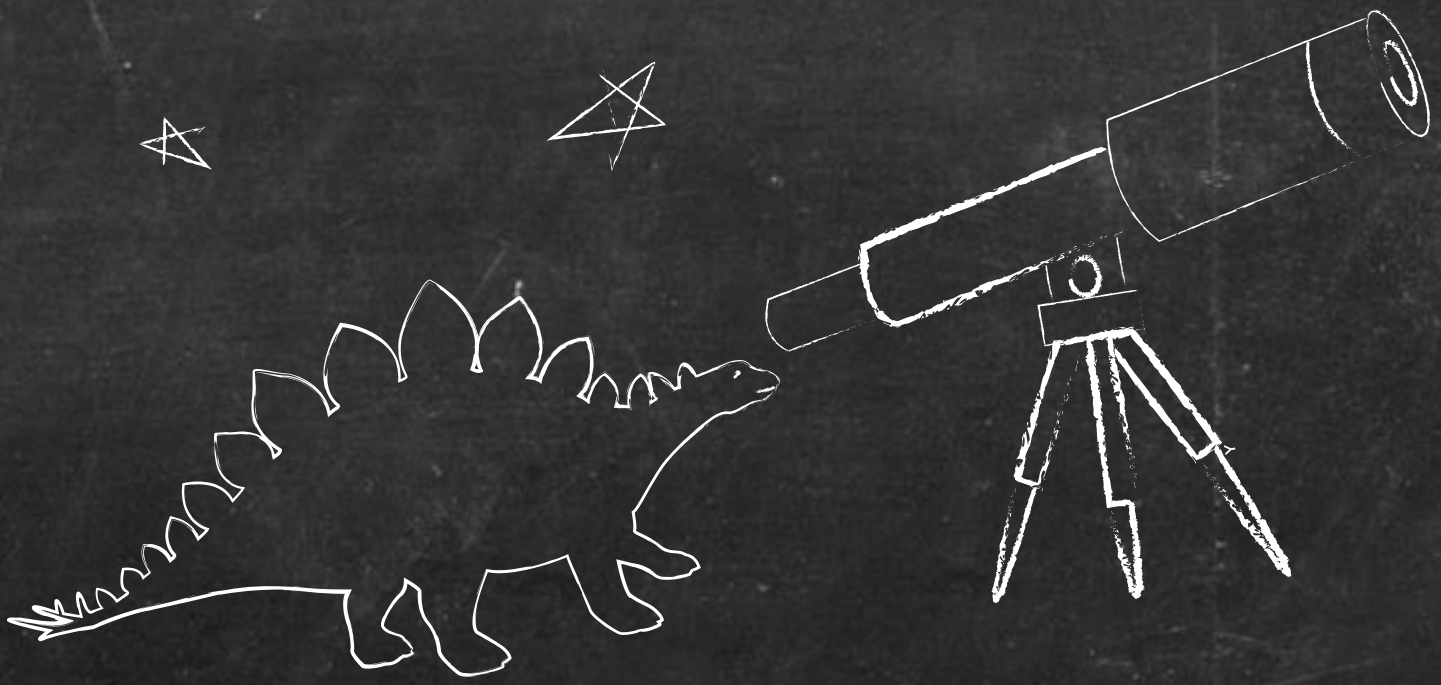
EDUCATOR FIELDTRIP PACKET

2018-2019



FORT WORTH MUSEUM
SCIENCE AND HISTORY

FORT WORTH MUSEUM OF SCIENCE & HISTORY
welcomes you to the 2018 – 2019 school year!

FWMSH is committed to bringing first hand learning experience to you and your students that will enhance and support your curriculum. The Group Services Department is here to support you from the moment you submit your request until the end of the school year!

FWMSH School Program Planner is available on our fieldtrip page fortworthmuseum.org/about-us/field-trips/. Our Planner provides information about programs and options available to you this 2018-2019 school year.

You'll find all the necessary tools to help plan your fieldtrip in the guides below. Also included, is the Teacher Agreement Form that is required at check-in, the day of your fieldtrip. Do not hesitate to contact Group Services at **817.255.9440** or **fieldtrips@fwmsh.org**, if you have any questions or concerns.

See you soon,

FWMSH Group Services

TABLE OF CONTENTS

TEACHER AGREEMENT FORM (REQUIRED)	3
FIELD TRIP CHECKLIST	4
FREQUENTLY ASKED QUESTIONS	5-6
PARKING GUIDE	7
LUNCH GUIDE	8
LUNCH ORDER FORM	9
TAX ID FORM (REQUIRED WITH LUNCH ORDER FROM)	10

TEACHER AGREEMENT FORM 2018-2019

The following form is required to be submitted at check-in along with payment the day of the fieldtrip.

SCHOOL INFORMATION

School Name: _____

Order Number: _____

Fieldtrip Date: _____

FINAL NUMBERS

Students: _____

Parents/Volunteers: _____

Teachers: _____

Arrival and Check-In:

Check in begins as early as 9:45 a.m. at the Urban Lantern Box office on Gendy Street. Groups may arrive later only if they do not have a 10:00 a.m. or 10:30 a.m. film or if they have Museum admission only.

Buses will unload on Gendy Street in front of the museum. Buses should **not** unload on Lansford Lane or Harley Avenue Refer to your Parking Guide.

- All lunches and backpacks should be left on the bus. Arrangements for lunch and pick-up plans should be made prior to arriving at the museum.
- Students should unload and line up at the base of the steps in front of the museum entrance on Gendy Street. If there is inclement weather, please wait to unload students until the museum is open.
- For quick and easy check in, payment should be ready, students, and chaperones should be counted prior to arriving.
- District bus drivers receive free museum general admission. Omni & Planetarium tickets are not included.
- The Lead Teacher must submit this completed form & payment to Group Services at check in.

Chaperone Information:

- Teachers, parents, and volunteers supervising students are considered chaperones.
- Required free chaperone (teachers included) to student ratio: PreK-K 1:6 and 1st-12th grade 1:10.
- Additional Chaperones above required amount will need to submit payment to lead teacher.
- Chaperones not included in the Final Numbers may purchase tickets at the admission counter, if available, at full price. School rates will not be available.
- Chaperones should be made aware of reserved itinerary. Cashiers will not disclose school information.

Omni Theater/Planetarium Information:

- Groups must arrive at least 20-30 minutes prior to their first scheduled film. Films will not be delayed for groups running late.
- Groups that are behind schedule must call 817.255.9300 and notify the museum representative of the approximate time of arrival. The Group Services department will determine if an alternate film schedule is available. Fees will be assessed for rescheduled or missed programs.

Lead Teacher Agreement:

By signing this document, I agree to ensure that all chaperones visiting the Fort Worth Museum of Science & History are aware of the above information and the field trip guidelines provided by the museum. I understand that failure to follow the outlined procedures, or adhere to museum policies, may result in my groups removal from the Museum.

Lead Teacher Signature: _____

FIELD TRIP CHECKLIST 2018-2019

Two to four weeks prior to trip:

☐ Complete required school documentation (field trip permission forms, transportation forms, etc.).

☐ Secure chaperones for trip; chaperones must be 18 years or older.

☐ Coordinate transportation with your district.

☐ If possible, visit the Museum ahead of time to familiarize yourself with the location.

The day before your field trip:

☐ Adjust final count of students and chaperones (teachers and parents) and prepare payment.

☐ Assign students to groups. Remember, adult to student ratio: PreK-K 1:6, 1st-12th 1:10.

☐ If the school is not paying for chaperones. Do ensure that chaperones have a copy of the itinerary. Fieldtrip rates are not available at the admissions counter.

☐ Remind students of proper museum etiquette.

☐ Ensure that chaperones are aware of lunch procedure and policies listed on page 8.

The day of your field trip:

☐ Ensure that all chaperones have a copy of the Museum Map fortworthmuseum.org/plan-your-visit/museum-map/ and your field trip itinerary.

☐ Buses unload on Gendy Street, near the main entrance to the museum. Lunches should be left on the bus before lunch and should be placed back on the bus after lunch.

☐ Once unloaded, students will line up outside the main entrance at the base of the steps while the Lead Teacher checks in. In the event of inclement weather, students should remain on the bus.

☐ During check-in, the Lead Teacher will provide a final count, payment, and the required Teacher Agreement Form.

☐ Lead Teachers should distribute chaperone stickers and verify that all chaperones are aware of the schedule, designated meeting times, and locations.

☐ Once checked in, chaperones may lead their student group into the Museum. Remind chaperones that they must remain with their student group at all times.

Parking:

☐ Buses can park at Farrington Field. See **Parking Guide** for location.

☐ Personal vehicles using the Museum's parking lot will have a $10 parking fee to be paid at the Box Office.

Safety Tip:

Please bring student medical forms and all necessary medications to ensure a safe and enjoyable field trip!

Delayed Fieldtrip Notification:

Please contact the museum at 817.255.9300 and notify the museum representative of the groups approximate time of

FAQ

2018-2019

How do I pay for the visit?

Advance payment is welcomed but not required. Full payment is due on the day of your visit. Preferred payment methods are checks, credit, and debit cards. **Purchase Orders are not accepted.**

Checks should be made out to: Fort Worth Museum of Science & History

Attn: Group Services Department
Fort Worth Museum of Science & History
1600 Gendy Street
Fort Worth, TX 76107

When should I arrive?

Lead teachers may check in as early as 9:45 a.m. prior to the opening of the museum. The museum doors will not open to students, chaperones or guests until 10:00 a.m., rain or shine. If you have a time sensitive reservation in either the Omni Theater or Planetarium we suggest arriving 20-25 minutes prior to start time.

Where do I check-in?

Lead teachers should check in at the Urban Lantern box office on 1600 Gendy Street.

Where should my group wait?

Once unloaded, students should line up outside the main entrance on Gendy Street at the base of the steps while the Lead Teacher checks in. In the event of inclement weather, students should remain on the bus as the museum doors will not open until 10:00 a.m.

Can I bring extra chaperones?

Yes! While the Museum encourages parent participation, any admission beyond your reserved total is not guaranteed. Adults arriving the day of the visit without being previously reserved through the school do so at their own risk. Teachers, please call 817.255.9440 to make adjustments to attendance. Adults (including teachers, parents, and volunteers) purchasing individual tickets at the admission counter will NOT qualify for Group/School Rates. Museum membership benefits cannot be used for any school or group reserved Omni IMAX or Planetarium program.

How do reserved Chaperones pay?

Lead Teacher must collect payment prior to fieldtrip date from reserved chaperones. Reserved chaperones cannot pay individually at the counter. If lead teacher wishes to remove reserved chaperones from the group order, chaperones cannot be guaranteed ticket availability and do not receive group rates at the admission counter.

Where do chaperones wait?

Chaperones should wait near the museum entrance on Gendy Street to help organize the students for their fieldtrip once they arrive. In the event of inclement weather, chaperones arriving separately, should remain in their vehicles as the museum does not open until 10:00 a.m.

What about student behavior?

We ask that students remain on classroom behavior while visiting the museum for their safety and the safety of our guests. Chaperones **MUST** stay with students of all ages at all times. Students attempting to enter an exhibit or the gift shop without a chaperone present will be denied admission.

FAQ

2018-2019

Where do we eat?

Food and beverages are not permitted in the galleries, therefore, please store all lunches on the bus or in your vehicles until your group is ready for lunch. Lunches will not be stored in the museum. Please refer to the **Lunch Guide** on page 8 for appropriate picnic locations. In the event of inclement weather, the Museum has very limited space to accommodate indoor lunches. Group Services will contact groups with lunch schedule and location if available. For your convenience you may wish to make plans for an alternate lunch location.

Where do our buses park and is there a fee?

After student drop off, buses may park free of charge at Farrington Field. Please refer to the **Parking Guide** on page 7 for details. In the event of bus parking location change, the Museum will do it's best to notify all groups prior to scheduled fieldtrip date.

Where do Chaperones park and is there a fee?

Chaperones are welcome to park anywhere in the Cultural District, however fees are applicable in every lot. Personal vehicles using the museum's parking lot will have a $10 parking fee to be paid at the Box Office. Please refer to the **Parking Guide** on page 7 for details.

What if we are running late?

Please contact the museum at 817.255.9300 and notify the museum representative of your approximate time of arrival. The Group Services Department will determine if an alternate schedule is necessary and/or available. We'll do our best to accommodate you, however, due to capacity limits in the Omni Theater and Planetarium we may have no alternative options for your group.

Can I change my itinerary?

Altering a reservation, other than changing attendance, requires advance notice, and fees apply once the fieldtrip has been confirmed. On the day of the trip, **after** check in, nothing on the reservation may be altered.

What if I need to cancel the trip?

If your fieldtrip request has not been confirmed by Group Services, you may cancel at any time. If your fieldtrip is confirmed, please refer to your Fieldtrip Contract for details. After check in has been completed, refunds will not be issued.

What if I have an emergency?

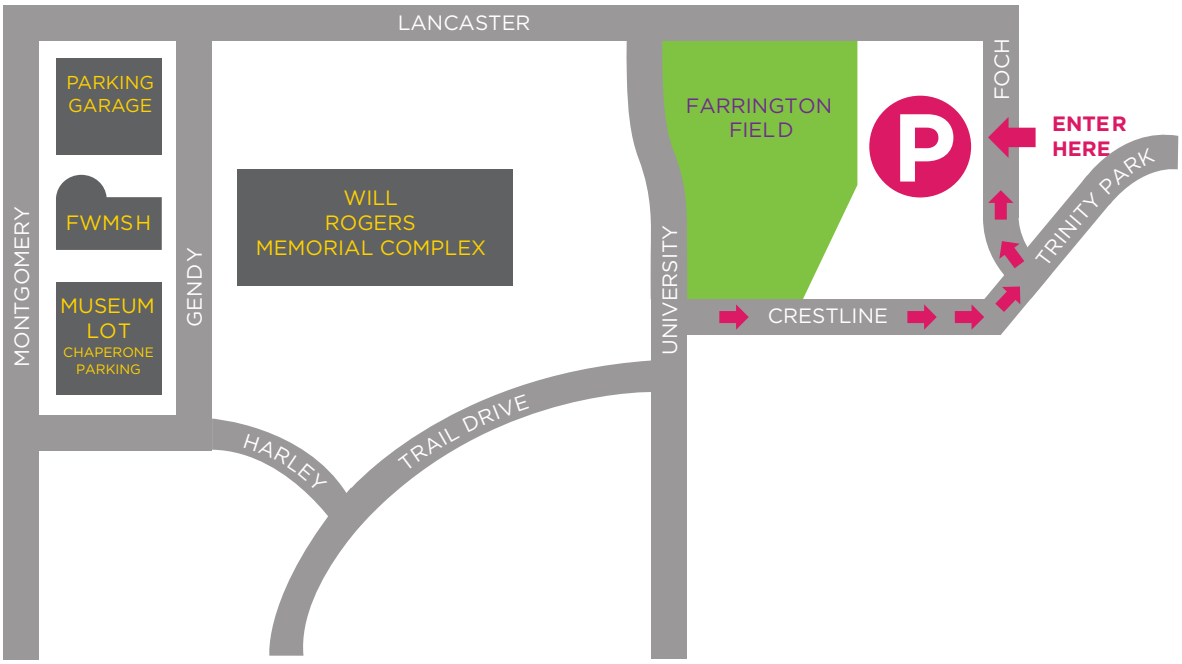
Many of our staff are "connected" for instant communication. In case of an emergency they can immediately be in touch with a member of our security team. Please share this information with your students.

I have a question that wasn't answered, what should I do?

Feel free to contact Group Services Department at **817.255.9440** or e-mail us at **fieldtrips@fwmsh.org**. We're happy to answer any question in order to help you feel confident in your fieldtrip planning.

PARKING GUIDE

2018-2019



Buses please use the EAST parking lot which can be entered/exited from Foch St.

PLEASE NOTE, NO PARKING IN THE NW CORNER LOT AND NO EXIT/ENTRY FROM LANCASTER OR CRESTLINE.

Bus Parking

- After student drop-off, buses may park in the large lot located east of Farrington Field (see map).
- Please note, street parking in neighborhoods adjacent to the Museum is not advised.
- If changes are made to bus parking location, fees, etc., the museum will inform you and your group upon receipt of such changes or at time of drop-off.

Chaperone Parking

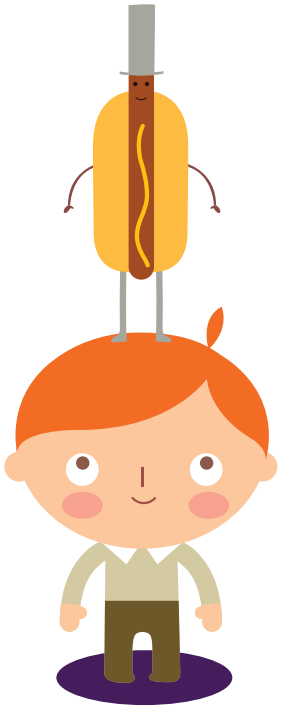
- Individual vehicles are welcome to park anywhere in the cultural district however fees are applicable in every lot.
- Parking in the Museum Lot, on the corner of Montgomery Street and Harley Avenue, is $10.00 per vehicle and is available on a first come first served basis. Please pay for parking inside the Museum. Spaces are limited.

All other parking in the Cultural District is owned and operated by the City of Fort Worth. Fees are not collected by the Museum or Museum personnel, and pricing varies.

1600 Gendy Street, Fort Worth Texas 76107 Museum: 817-255-9300; Group Sales: 817-255-9440; fieldtrips@fwmsh.org

LUNCH GUIDE

2018-2019



Can we bring sack lunches?

Absolutely! All lunches are held just outside the main entrance on the front lawn. Groups are welcome to bring blankets, towels, or quilts to make their picnic more comfortable.

When can we have lunch?

Since lunches are held outside with plenty of space available there is no set schedule. Feel free to plan lunch to when it best suits your itinerary.

Where can we store our lunch?

The museum will not store lunches. Make plans to leave all pails, coolers, backpacks, and picnic blankets, in approved vehicles or bus, before and after lunch.

Where do buses drop off our lunch?

One bus per group will be allowed in and out privileges to drop off lunches; load buses accordingly. Buses may park in the drop off zone until lunches have been completed and coolers have been placed back in the bus before returning to the parking lot. Group leaders are responsible for informing bus drivers of appropriate drop off and pick up times.

What happens if inclement weather is in the forecast?

Group Services will contact lead teacher with alternate lunch plan and location. The Museum does have limited spacing for indoor lunches. In the event we will not be able to host your lunch indoors, Group Services will contact lead teacher. For your convenience you may wish to make plans for an alternate lunch location.

Can we pre-order boxed lunches?

Yes! Contact Group services as soon as possible to receive an order form. All order forms must be submitted 2 weeks prior to the scheduled fieldtrip. Separate payment from admission is required.

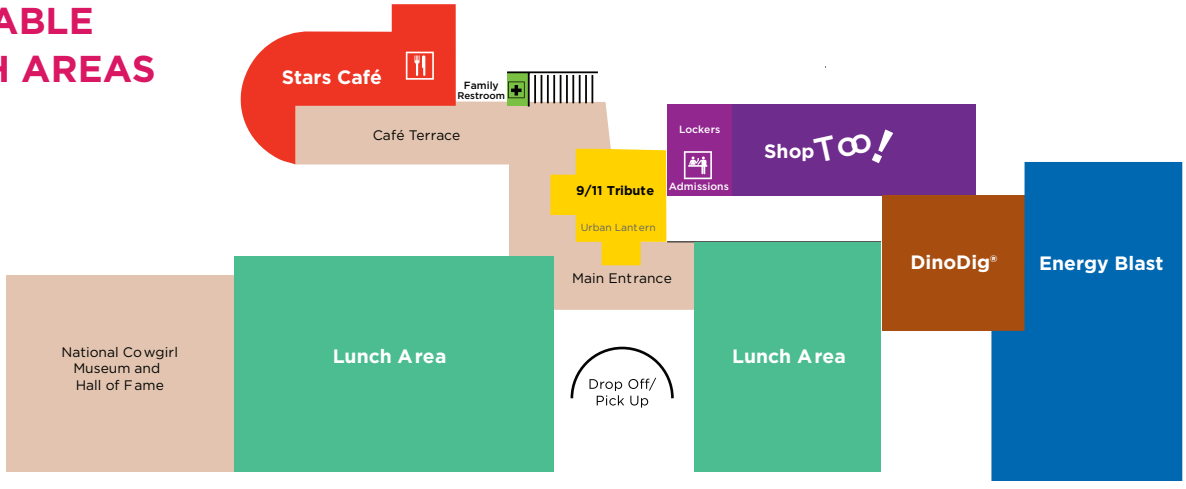
Can we order Kid Combo when we arrive?

Unfortunately, discounted orders are only available to groups who have made their requests at least 2 weeks in advance.

Can our group purchase individual items on their own?

Yes! However, walk up groups should be prepared for an extended wait time while individual orders are prepared. Informing Group Services prior to your arrival of your intent to walk up order at the concession stand could help lower your wait time.

AVAILABLE LUNCH AREAS



LUNCH ORDER FORM

2018-2019

SCHOOL GROUP LUNCH OPTIONS

Quantity	**Student Box Lunch $5.00** (includes fruit, chip, cookie & 8 oz. water)
	Peanut Butter and Jelly Sandwich
	Smoked Turkey and American Cheese Sub Sandwich
	Hot Dog
Quantity	**Student Sack Lunch Option $2.75**
	Small Ham and Cheese Sub Sandwich, small Cheetos & 8 oz. water

Quantity	**$3.00: Add a Dipping Dots Ice Cream to any lunch**

Quantity	**Adult Box Lunch $9** (includes fruit, chips, cookie and 16 oz. water)
	Italian Cold Cut Sub Sandwich
	Smoked Turkey and Provolone Cheese Sub Sandwich
	Blackened Chicken Salad with Ranch and Balsamic Dressing

OMNI THEATER OPTIONS

Available for pick-up at the Reel Refereshments in the Omni Theater.

Quantity	**Kids Combo $2.50**
	Small Popcorn and Small Drink

For OMNI groups, please indicate how many of each drink that you want to order:

Small Water Bottle	Juice Box	Coke	Diet Coke	Dr. Pepper	Sprite

Name of Group: _____

Date of Field Trip: _____ Time of Pick Up: _____

Contact Person: _____ Phone: _____

- Return a completed form to Group Sales either via fax at 817-255-9307 or e-mail to fieldtrips@fwmsh.org
- All orders must be placed at least 2 weeks in advance. Orders placed within two weeks are not guaranteed to be filled.
- No refunds will be given for unclaimed lunches. We highly encourage orders are finalized prior to your arrival.
- Payment for boxed lunches are to be made separately from admission and will be collected on or before the day of your visit in the Café. We do not accept Purchase Orders.
- Seating is available in the Stars Café on a first come, first served basis for groups that purchase food in advance. Additional seating is available outside the building on our front lawn.
- Please no outside food or drinks.

SIGNATURE: _____ PRINT NAME: _____

1600 Gendy Street, Fort Worth Texas 76107 Museum: 817-255-9300; Group Sales: 817-255-9440; fieldtrips@fwmsh.org

01-339 (Back)
(Rev.4-13/8)

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency	
Address *(Street & number, P.O. Box or Route number)*	Phone *(Area code and number)*
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: **FORT WORTH MUSEUM OF SCIENCE AND HISTORY**

Street address: **1600 GENDY STREET** City, State, ZIP code: **FORT WORTH, TX 76107**

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here ▶ Purchaser	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.
Do <u>not</u> send the completed certificate to the Comptroller of Public Accounts.