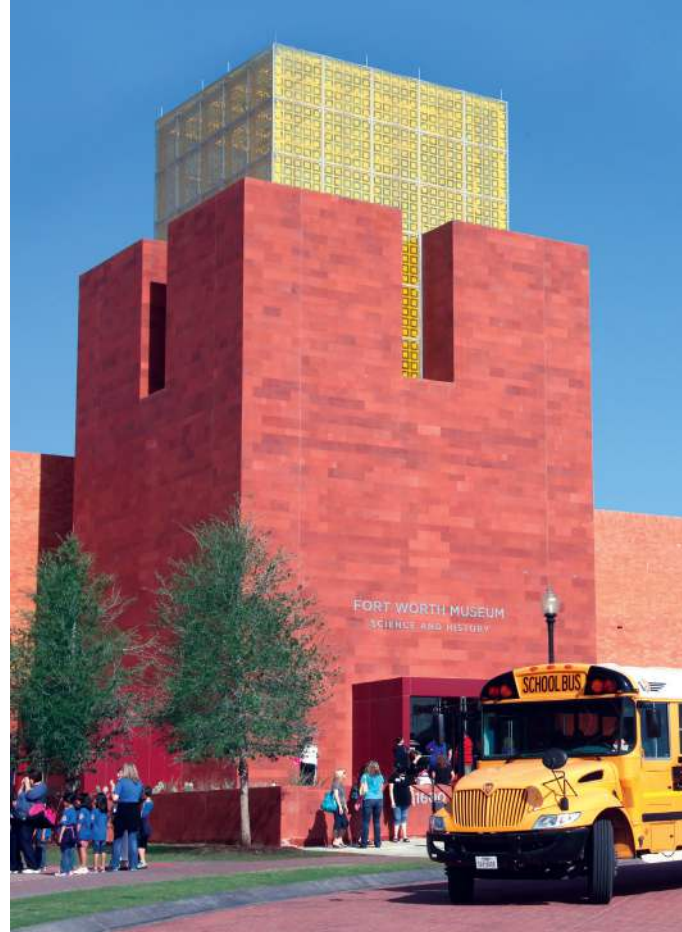


FIELD TRIP RESOURCE GUIDE

2019-2020



FORT WORTH MUSEUM
SCIENCE AND HISTORY

FORT WORTH MUSEUM OF SCIENCE & HISTORY

Welcomes you to the 2019 - 2020 School year!

The Fort Worth Museum of Science and History is committed to providing a firsthand learning experience for 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!

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

See you soon,
FWMSH Group Services

TABLE OF CONTENTS

- 1** EDUCATOR AGREEMENT FORM - Return to museum at field trip check-in
- 2** FIELD TRIP CHECKLIST
- 3** FREQUENTLY ASKED QUESTIONS
- 5** CHAPERONE GUIDE - Pass out to your chaperones prior to your trip
- 7** BUS PARKING - Provide to your bus driver
- 8** LUNCH GUIDE
- 9** STARS CAFÉ BY GALLIGASKINS ORDER FORM
- 10** REEL REFRESHMENTS ORDER FORM
- 11** TAX ID FORM (Required for lunch orders)
- 12** SHOP TOO!

EDUCATOR AGREEMENT FORM

Lead Educator: The following form is required to be submitted at check-in along with payment upon arrival for your field trip. Please bring this form with you when you check in.

SCHOOL INFORMATION:

School Name: _____

Order Number: _____

Field trip Date: _____

FINAL ATTENDANCE NUMBERS:

Students: _____

Parents: _____

Educators: _____

Arrival and Check-In:

Check-in begins at 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 the **Bus Parking Guide** on page 7.

- 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, have the following ready: payment and final attendance for students and chaperones.

Chaperone Information:

- Educators, parents, and volunteers supervising students are considered chaperones.
- Required free chaperone (educators included) to student ratio for PreK – 12th grade: **1 adult to 8 students**
- Additional chaperones above required amount will need to submit payment to the lead educator or school prior to field trip day.
- Chaperones **not** included in the **Final Attendance Numbers** may purchase tickets at the admission counter, if available, at full price. School rates will **not** be available.
- Educators, please provide chaperones with the Chaperone Guide in this document.

Omni Theater/Planetarium Information:

- Groups must arrive for **check-in at least 20 minutes** prior to their first scheduled film. Films will not be delayed for groups running late. Groups must be at the theater 15 minutes prior to their scheduled film.
- Running late? Call 817.255.9300 and notify us of your approximate arrival time. The Group Services department will determine if an alternate film schedule is available. Fees will be assessed for rescheduled or missed films.

Lead Educator Agreement:

By signing this document, I agree to ensure that all chaperones (including my fellow educators) 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 Educator Signature: _____

FIELD TRIP CHECKLIST

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 19 years or older.
- ☐ Coordinate and confirm bus transportation with your district.
- ☐ If possible, visit the Museum ahead of time to familiarize yourself with the location. Educators receive free admission only on non-field trip days.

The day before your field trip:

- ☐ Adjust final count of students and chaperones (educators and parents) and prepare payment.
- ☐ Assign students to groups. Remember, adult to student ratio for PreK-12th grade is 1 chaperone per 8 students.
- ☐ If the school is not paying for chaperones, do ensure that chaperones have a copy of your itinerary. Feel free to use our Chaperone Guide on page 5-6.
- ☐ 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 pages 5-6 and your field trip itinerary.
- ☐ Buses unload on Gendy St. near the main entrance to the museum. Lunches should be left on the bus until 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 Educator checks in. In the event of inclement weather, students should remain on the bus.
- ☐ During check-in, the Lead Educator will provide a final count, payment, and the required **Educator Agreement Form**.
- ☐ Lead Educators 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. For map, see **Bus Parking Guide** on page 7. Buses cannot park in the Cultural District.
- ☐ The City of Fort Worth manages all lots in the Cultural District and assesses a parking fee. Parents can visit <https://www.fortworthparking.com/cultural-district> to learn more.

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

Delayed Field trip Notification: Contact the museum at 817.255.9300 and notify us of the groups' approximate arrival time. The Group Services Department will determine if an alternate schedule is necessary and/or available.

FREQUENTLY ASKED QUESTIONS

How do I pay for the visit?

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

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

Do you accept electronic payments?

Yes, however the District/School account would need to be verified through our Accounting Department. We accept electronic checks and credit cards. We do not accept Zelle, Apple, or Google Pay or any other Mobile form of payment. Electronic Payments are required to be submitted no later than one 1 week prior to your scheduled visit.

Will I receive a receipt of advance payment?

Yes. Group Services will email a receipt of payment within two business day of submission.

May I change my itinerary?

Altering a reservation, other than changing attendance, requires advance notice, and fees apply once the field trip 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 field trip request has not been confirmed by Group Services, you may cancel at any time. If your field trip is confirmed, please refer to your **Field Trip Contract** for details. After check-in has been completed, refunds will not be issued.

When should I arrive?

Lead educators may check-in at 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 to complete check-in.

Where do I check-in?

Lead educators should check-in at the Urban Lantern box office at 1600 Gendy Street.

What if we are running late?

Contact the museum at 817.255.9300 and notify us of the groups' approximate arrival time. The Group Services Department will do our best to accommodate you, however, due to capacity limits in the Omni Theater and Planetarium there may not be alternative options for your group.

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 Educator 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.

FREQUENTLY ASKED QUESTIONS

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. Educators, please call 817.255.9440 to make adjustments to attendance. Adults (including educators, 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 educator must collect payment prior to field trip date from reserved chaperones. Reserved chaperones cannot pay individually at the counter. If the lead educator wishes to remove reserved chaperones from the group order, chaperones are not guaranteed ticket availability and **do not** receive group rates at the admission counter.

Where do chaperones park? Is there a fee?

Chaperones are welcome to park anywhere in the Cultural District, however fees are applicable in every lot. Please refer to the **Chaperone Guide** for parking map and fees.

Where do chaperones wait?

Chaperones should wait near the museum entrance on Gendy Street to help organize the students for their field trip 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.

Where do we eat?

Please refer to the **Lunch Guide** on page 8 for appropriate picnic locations and details on inclement weather plans. 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.

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 a map and details. In the event of bus parking location change, the Museum will do its best to notify all groups prior to scheduled field trip date.

What if I have an emergency in the Museum?

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 chaperones.

Other questions? Give us a call.

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

CHAPERONE GUIDE

Thank you for taking time out of your day to be a chaperone! Your role is crucial in your student's educational experience and safety. Here are a few tips to make your day an overall success.

Museum Opening

We ask that you wait outside and help keep students safe and organized until Museum doors open at 10 a.m. In the event of inclement weather we ask that students and chaperones wait in buses until 10 a.m.

Chaperone Parking

Chaperones may park in any of the parking lots surrounding the Museum. All parking lots in the Cultural District are managed by the City of Fort Worth and have a fee. Learn more at <https://www.fortworthparking.com/cultural-district>

Admission Information

If you pre-reserved through the group order and have already given your admission fee to the group leader, we ask that you wait outside supervising students until the Museum opens.

- After your group leader has completed check-in they will return to your group to pass out admission stickers.

If you did **not** pre-reserve through your group, you may purchase your full priced admission at the box office beginning at 10 a.m. Non-reserved chaperones

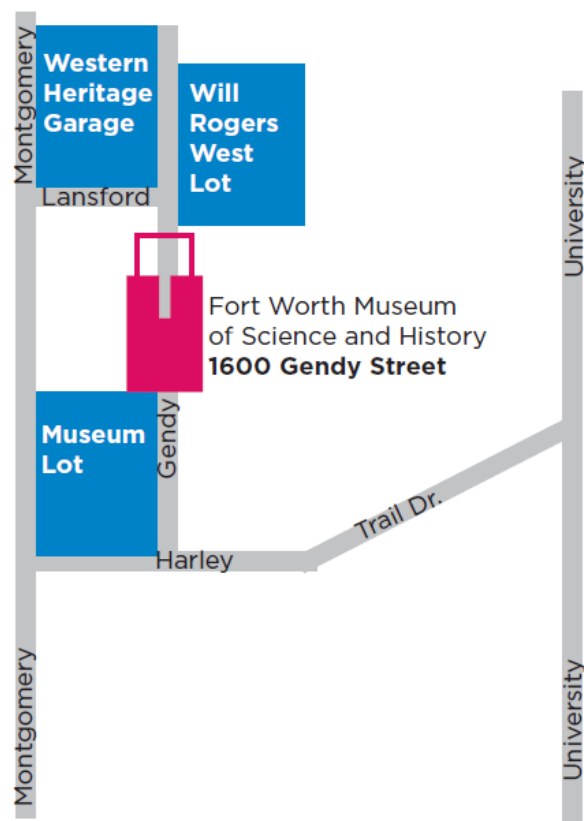
are not guaranteed availability for Theater tickets. Group rates are not available.

- Be prepared for a long wait in line as other parents and chaperones may be doing the same.
- All chaperones are responsible for knowing the name and show time of any film their group is attending.
- Museum Membership and ACM/ASTC benefits cannot be used in conjunction with group reservations.

Museum Etiquette

We understand that young students are in the beginning stages of socialization and discovery. Your role as a chaperone is crucial for an extraordinary learning experience. To ensure this, we ask that all groups do the following:

- Be attentive to your students at all times and make sure their enjoyment is not infringing on the enjoyment of others.
 - Students should maintain their best classroom behavior while in the museum and theaters.
 - Do not allow students to engage in roughhousing, climbing, or running. The safety of all our museum guests is important.
- Chaperones are required to remain with students of ALL ages at ALL times. Chaperones are responsible for student conduct.
- Please refrain from prolonged usage of any personal electronic devices during your visit as it limits your ability to engage with your students.
- Be curious and engaged! Participate in activities and ask questions. Your students will appreciate your attention.



CHAPERONE GUIDE

YOUR FIELD TRIP DAY

	Omni	Noble Planetarium	Lunch
Time:	Time:	Time:	Time:
_____	_____	_____	_____
Show:	Show:	Show:	Location:
_____	_____	_____	_____
Notes: Official bus drop off and pickup is 1600 Gendy St.	Notes: Line up for your program 15 minutes prior to the scheduled start time.	Notes: Line up for your program 10 minutes prior to the scheduled start time.	Notes: Lunches are held outside on the front lawn.

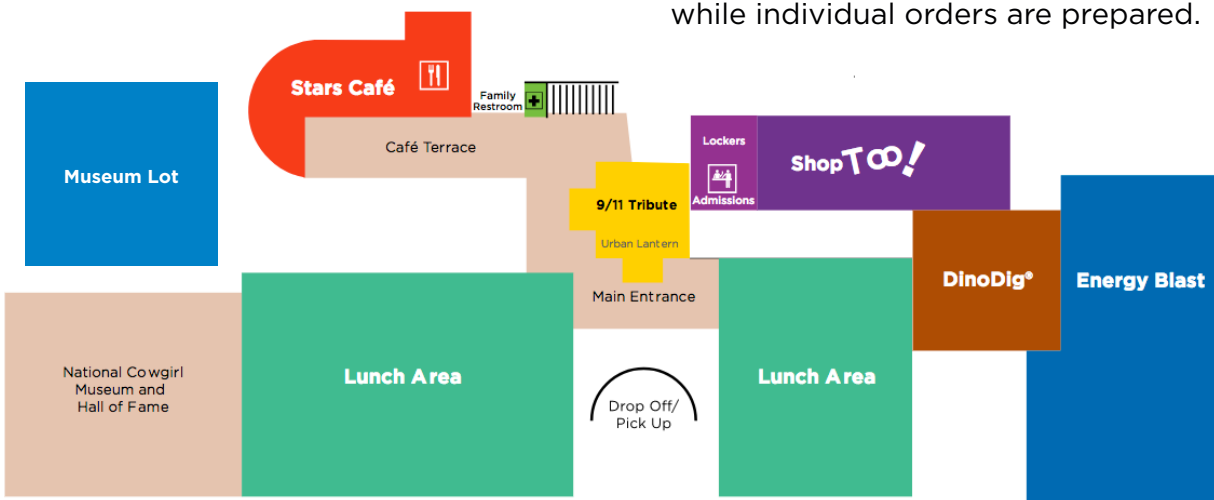
WHO'S IN MY GROUP? List your students here.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Lunch Information

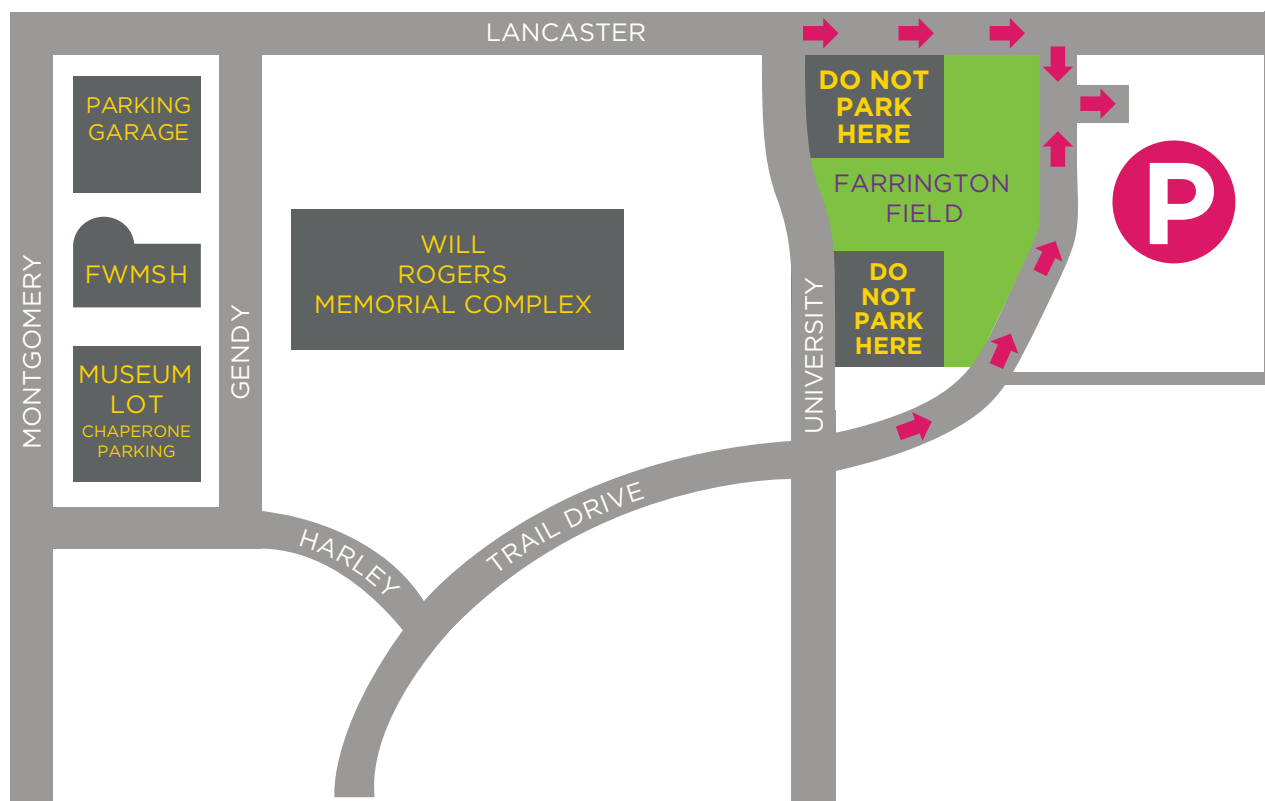
Your group will be picnicking outside on the front lawn. The museum does not allow outside food or drinks in the building.

- Lunches cannot be brought into the building in any container such as backpacks, draw string bags, or purses.
- Coolers, pails, and lunch bags will need to remain in a bus or in a chaperone's vehicle before and after lunch.
- In the event of inclement weather the Museum will contact your Group Leader to discuss if alternative lunch locations are available.
- The Stars Café is open for you to purchase lunch items.
 - It is highly recommended that large groups order in advance to avoid extended wait time while individual orders are prepared.



BUS PARKING GUIDE

Educators, please give this guide to your bus driver on the day of your field trip.



Buses, please use the EAST parking lot which can be entered/exited from Trail Drive.

**PARKING IS NOT PERMITTED IN THE LOTS OFF UNIVERSITY.
EXIT/ENTER LOT FROM TRAIL DRIVE ONLY.**

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 the neighborhood's 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.

Buses are NOT PERMITTED to park in the Farrington Field lots off University Drive. Only the East Lot off of Trail Drive may be utilized. The Museum is not responsible for any fines that may occur from parking in the wrong lot.

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.

LUNCH GUIDE

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 enjoyable.

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.

When can we have lunch?

Lunches are held outside with plenty of space available and there is not a set schedule. Feel free to plan lunch to when it best suits your itinerary.

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 correct 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 the lead educator with alternate lunch plan and location. The Museum has limited spacing for indoor lunches. In the event we will not be able to host your lunch indoors, Group Services will contact the lead educator. 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 place an order. Fill out page 9 and email a copy to fieldtrips@fwmmsh.org. All requests must be submitted at least **1 week in advance**.

Can we pre-order a snack for our Omni IMAX film?

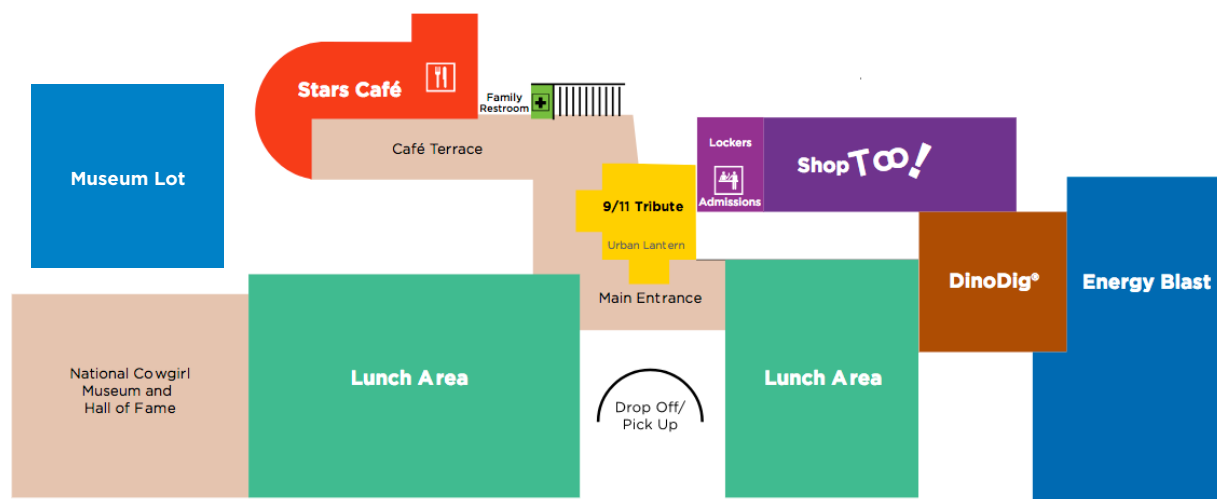
Absolutely! Contact Group Services as soon as possible to place an order. Fill out page 10 and email a copy to fieldtrips@fwmmsh.org. All requests must be submitted at least **2 weeks in advance**.

Can we order a boxed lunch or snack when we arrive?

Unfortunately, discounted orders are only available to groups who have made their requests in advance to their field trip day. Please see pages 9 and 10 for details.

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 Café or Concession stand could help lower your wait time.



CAFÉ BY GALLIGASKINS ORDER FORM

SCHOOL GROUP LUNCH OPTIONS



Quantity	Student Lunch Box \$5.00 (includes fruit, chips, cookie & 8oz. 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	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
	Add an Ice Cream Novelty item to any lunch for \$2.00

Name of Group: _____

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

Contact Person: _____ Phone: _____

Order Policies:

- Return a completed form to Group Services either via fax at 817-255-9307 or email to fieldtrips@fwmsk.org.
- All orders must be placed at least 1 week in advance. We suggest placing orders well in advance for winter/spring trips.
- If your organization/school is tax exempt, you will need to provide Group Services with a completed TAX ID form.
- No Refunds will be given for unclaimed Boxed Lunches.
- Your final attendance numbers are due 5 business days prior to your scheduled field trip.
- Orders cannot be canceled within 3 business days of your scheduled visit.
- No outside food or drinks are allowed in the Museum or Theaters.

Pick up and Payment:

- You will receive a separate Invoice for your Café Order from your Field trip invoice.
- Payment will be processed at the time of pick up in the Stars Café.
- Separate payment is required from your field trip invoice. The Museum will not accept a combined payment method.
- Preferred methods of Payment: Cash, Cards, and Checks. Checks are to be made to Galligaskins.
- Purchase Orders are not accepted.

By signing this form I acknowledge that I have read the Policies and Payment information listed above.

SIGNATURE: _____ PRINT NAME: _____

REEL REFRESHMENTS ORDER FORM

OMNI THEATER OPTIONS

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: _____

Order Policies:

- Return a completed form to Group Services either via fax at 817-255-9307 or email to fieldtrips@fwmmsh.org.
- All orders must be placed at least 2 weeks in advance. Orders placed within 2 weeks are not guaranteed to be filled.
- If your organization/school is tax exempt, you will need to provide Group Services with a completed TAX ID form.
- No Refunds will be given for unclaimed Kid Combos.
- Your final attendance numbers are due 5 business days prior to your scheduled field trip.
- Orders cannot be canceled within 10 business days of your scheduled visit.
- No outside food or drinks are allowed in the Museum or Theaters.
- Concession orders can be enjoyed in the Omni IMAX Theater.

Payment:

- Your concessions order total will be combined with your field trip admission invoice.
- One lump sum payment for your concessions order and admission will be required at check-in with Group Services.
- Preferred methods of Payments: Cash, Cards, and Checks. Purchase Orders are not accepted.

Pick up:

- Once check-in is finalized, Group Services will provide a receipt of Payment for you to turn in to Reel Refreshments for pick up.
- You will need to arrive at the Reel Refreshment Stand 15 minutes prior to the start of your film.

By signing this form I acknowledge that I have read the Policies and Payment information listed above.

SIGNATURE: _____ PRINT NAME: _____

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.

 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 not send the completed certificate to the Comptroller of Public Accounts.

SCHOOL GROUP ORDER FORM

Fort Worth Museum welcomes you! We would like to give you the chance to get ahead of the game! Use this form to preorder and pre-pay for your groups souvenirs. Then simply pick up your souvenirs in the store the day of your visit. All preorders must be received at least three weeks prior to your visit. (Prices and items are subject to change without notice.)



Space

Dino

22OZ ALUMINUM WATER BOTTLE

\$8.99



Space



Dino

EXTERIOR



INTERIOR

TRI FOLD ECO STATIONERY SET

\$11.99



Name of Group/School: _____

Contact Name: _____ Phone: _____ Date of Visit: _____

Only One Form Per Group Indicating Total Number Of Each Item Needed.

Space Water Bottles qty: _____ x \$8.99 = \$ _____

Space Stationary Sets qty: _____ x \$11.99 = \$ _____

Dino Water Bottles qty: _____ x \$8.99 = \$ _____

Dino Stationary Sets qty: _____ x \$11.99 = \$ _____

ORDER TOTAL \$ _____

Payments will be made by:

☐ Pre-pay ☐ Pay at pick-up

Cash, credit card, or check
(only school checks accepted, no personal checks).

One transaction per form please.

Please make checks payable to Event Network Store 609

For credit card payment please contact the store to arrange payment

Signature: _____ Date: _____

Please email this form to **store1609@eventnetwork.com** or call us at **817-255-9421** at least three weeks prior to your visit.

* We will do our best to honor water bottle colors, but due to out of stock inventories we may substitute.