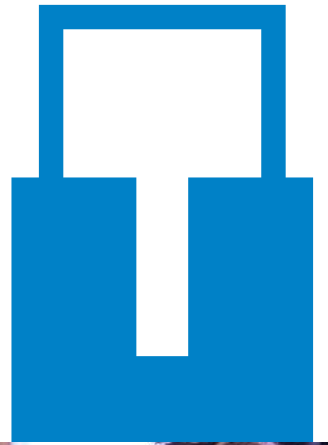


FIELD TRIP RESOURCE GUIDE

2023-2024



FORT WORTH MUSEUM
SCIENCE AND HISTORY

FORT WORTH MUSEUM OF SCIENCE AND HISTORY

WE WELCOME YOU TO THE 2023 - 2024 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 Sales department is here to support you from the moment you submit your request until the end of the school year!

In this guide, you will find all the necessary tools to help plan your field trip. **Included is the Educator Agreement Form that is required at check-in, the day of your field trip.**

Do not hesitate to contact Group Sales at 817.255.9414 or groupsales@fwmslh.org, if you have any questions or concerns.

See you soon!
Fort Worth Museum of Science
and History Group Sales



EDUCATOR CHECK LIST

Lead Educator: Please bring the following form and payment for submission upon arrival check-in for your field trip.

SCHOOL INFORMATION:	FINAL ATTENDANCE NUMBERS:
School Name: _____	Students: _____
Order Number: _____	Parents: _____
Field trip Date: _____	Educators: _____

Arrival and Check-in:

Check-in begins at 9:45 AM at the Urban Lantern Box Office on Gendy Street. Groups may arrive later **only** if they do not have a 10:00 AM or 10:30 AM film or if they have museum admission only.

Buses will unload on Gendy Street in front of the museum, **not** on Lansford Lane or Harley Avenue.

- 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 chaperone to student ratio for PreK-12th grade: **1 adult to 10 students**.
 - Adults included in the required chaperone ratio receive free admission.
- Additional chaperones above required amount will need to submit payment to the Lead Educator or school prior to field trip day.
- Any adults **not** included in the **Final Attendance Numbers** may purchase tickets at the admission counter, all for the full admission price of \$16.00. School rates will **not** be available.
- Educators, please provide chaperones with the Chaperone Guide in this document.

Planetarium Information:

- Groups must arrive for **check-in at least 20 minutes** prior to their first scheduled show. Shows will not be delayed for groups running late. Groups must be at the theater 15 minutes prior to their scheduled show.
- Running Late? Call 817.255.9414 and notify us of your approximate arrival time. The Group Sales department will determine if an alternate show schedule is available. Fees will be assessed for rescheduled or missed show.

FIELD TRIP CHECK LIST

2 - 4 weeks prior to your field 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. A museum map can be found at <https://www.fwmuseum.org/visit/plan-your-visit/>.

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 10 students.
- ☐ If the school is not paying for chaperones, please ensure that chaperones have a copy of your itinerary. Feel free to use our Chaperone Guide.
- ☐ Remind students of proper museum etiquette.
- ☐ Ensure that chaperones are aware of lunch procedure and policies.

The day of your field trip:

- ☐ Ensure that all chaperones have a copy of the Chaperone Guide.
- ☐ Buses unload on Gendy Street 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 and payment.
- ☐ 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 unless otherwise stated. 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 817.255.9414 and notify us of the groups' approximate arrival time. The Group Sales 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. Accepted payment methods are cash (large bills only), 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 Sales Department
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, Google Pay or any other mobile form of payment. Electronic payments are required to be submitted no later than 1 week prior to your scheduled visit.

Will I receive a receipt of advance payment?

Yes. Group Sales will email a receipt of payment within 2 business days 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 Sales, 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 AM prior to the opening of the museum. The museum doors will not open to students, chaperones, or guests until 10:00 AM, rain or shine. If you have a time sensitive reservation in the 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, 1600 Gendy Street.

What if we are running late?

Contact the museum at 817.255.9414 and notify us of the groups' approximate arrival time. The Group Sales department will do their best to accommodate you; however, due to capacity limits in the 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 AM.

FREQUENTLY ASKED QUESTIONS

Can I bring extra chaperones?

Yes! While the museum encourages parent participations, 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 817.255.9414 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 reservations.

How do reserved chaperones pay?

Lead Educators 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 maps 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 AM.

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 for appropriate picnic locations. Food and beverages are not permitted in the galleries; therefore, please store all lunches on the bus or in the vehicles until your group is ready for lunch. Lunches will not be stored in the museum.

Where do our buses park? Is there a fee?

After student drop off, buses may park free of charge at Farrington Field. 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 Sales department at 817.255.9414 or e-mail at groupsales@fwmmsh.org. We're happy to answer any questions in order to help you feel confident in your field trip planning.

CHAPERONE GUIDE

Thank you for taking the 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 10:00 AM. In the event of inclement weather we ask that students and chaperones wait in buses or personal vehicles until 10:00 AM.

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. No parking validation is offered by the museum. Learn more at

<https://www.fortworthparking.com/cultural-district>

Admission Information

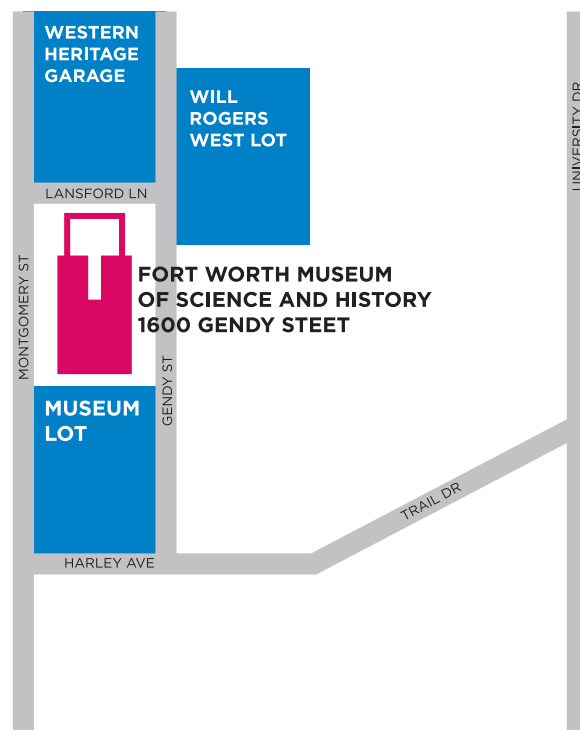
If you pre-reserved through the group order and have already given your admission fee to the group leader, we ask that you wait outside supervising students until the museum opens.

- 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 price admission of \$16.00 at the box office beginning at 10:00 AM. Non-reserved chaperones are not guaranteed availability for Planetarium tickets. Group rates are not available.
- Be prepared for a long wait in line as other parents and chaperones may be doing the same.
- Museum membership and ACM/ASTC benefits cannot be used in conjunction with group reservations.

Museum Etiquette

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

Notes: Official bus drop off and pick-up is 1600 Gendy St, Fort Worth, TX 76107

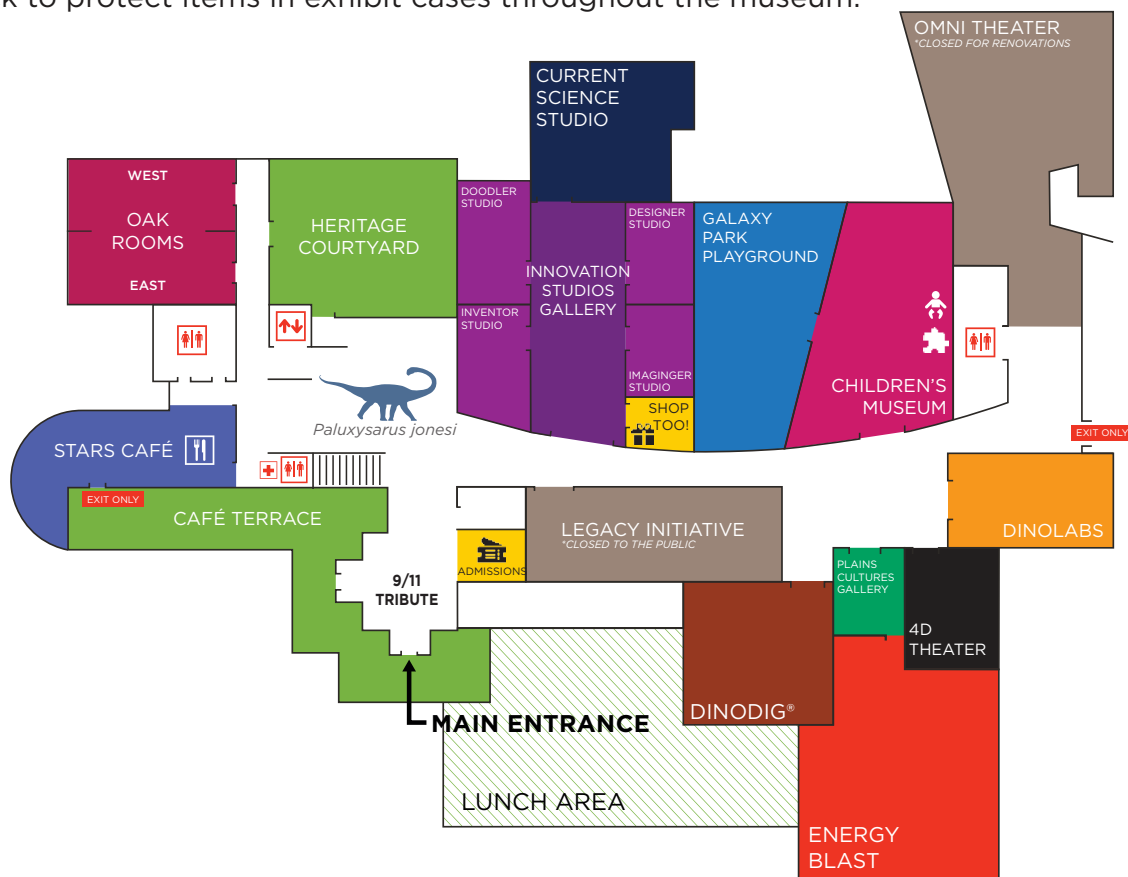
WHO'S IN MY GROUP? List your students here.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 containers 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.
- Lockers are unavailable at this time; all belongings brought into the museum must be carried by guests. Staff may request that large backpacks be held instead of worn on the back to protect items in exhibit cases throughout the museum.



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. Museum staff is not responsible for your group when on the front lawn.

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 buses, 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 Sales will contact the Lead Educator with alternate lunch plans and location. The museum has limited spacing for indoor lunches. In the event we will not be able to host your lunch indoors, Group Sales 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?

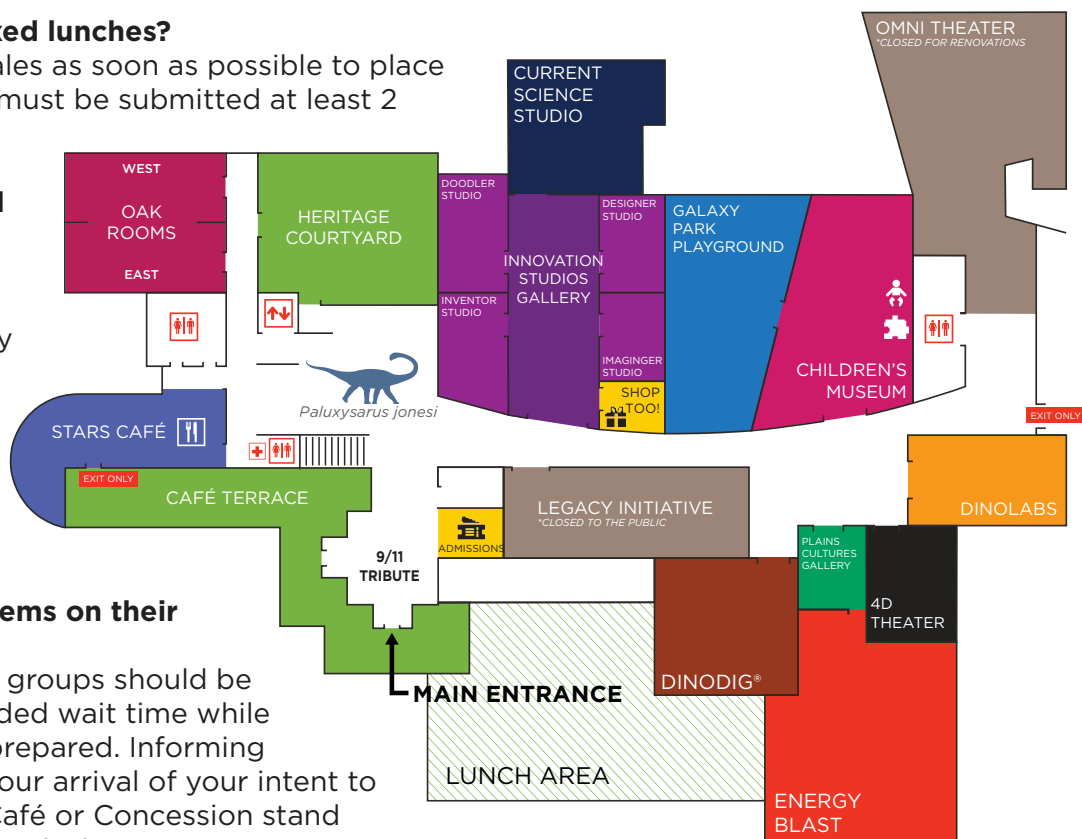
Yes! Contact Group Sales as soon as possible to place an order. All requests must be submitted at least 2 weeks in advance.

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

No, unfortunately, boxed lunches are only available to groups who have made their requests in advance to their field trip.

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 Sales prior to your arrival of your intent to walk up order at the Café or Concession stand could help lower your wait time.



MOBILITY & SENSORY NEEDS

FIELD TRIPS

Every student is welcome at the Fort Worth Museum of Science and History. We are committed to providing the highest quality visit for each and every guest.

We are pleased to inform Teachers that the Museum is ADA Compliant for students with mobility needs. The Museum also offers resources and accommodations for guests with sensory processing needs.

The following items and resources can be accessed throughout the museum:

Sensory Backpacks

For guests with sensory needs we offer check out Sensory Backpacks at no cost that guests may take with them as they explore the Museum. The backpacks include a weighted dinosaur, noise-canceling headphones and a piece of chewelry that may help guests regulate their sensory processing during their visit. In order to check out backpacks, you'll need to leave a form of ID at the front desk and fill out a small information form. Every backpack is sanitized after use. There are 9 backpacks available on a first come first served basis.

Quiet Areas

Field Trips can be overstimulating for anyone. It's loud, it's a new place and routines have been upended. To ensure that every student is able to enjoy their visit, we have a sensory room available inside the Children's Museum and also keep the Doodler Room inside our Innovation Studios free from groups. These quiet areas allow students a break from the cacophony and the space to self-regulate as needed.

When booking with a Special Needs Group:

Please let our Group Sales Team know that your self-contained unit is visiting the Museum and they will happily walk through the best options for arrival times and lunches for your visit. There is no minimum required to book a Field Trip for our Special Needs Groups.

While the information here provides a general overview of accessibility features, we encourage you to contact our Group Sales Team in advance of your visit with any questions or specific needs.

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
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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.