



# HOUSTON MUSEUM *of* NATURAL SCIENCE

## Field Trip Checklist

### **At least a Month prior to trip (we recommend booking well in advance):**

- Fill out a Field Trip Request form: [www.hmns.org/book](http://www.hmns.org/book)

### **Two to four weeks prior to trip:**

- Complete required school documentation (field trip permission forms, transportation forms, contracts, etc.).
- Secure chaperones for trip; at least one chaperone for every ten students. These chaperones must be included on your reservation. Groups should not exceed 10 students. **Chaperones must be 21 years of age or older.**
- Coordinate transportation with your district.
- Download online curriculum at [hmns.org/curriculum](http://hmns.org/curriculum).

### **The day before your field trip:**

- Adjust final count of students, parents, teachers, and chaperones. Write this number on the **Required Teacher Admission Sheet** (page 2). All participants who are included in your school's payment (students, parents, chaperones, and teachers) should be counted on that sheet.
- We highly recommend including ALL chaperones on your field trip reservation for ease of entry. Adults **not** included in the chaperone count will need to purchase their own tickets at the full rate, if available, upon arrival at the Box Office. You must inform all chaperones of your venue and entry times for your reservation. Museum personnel are not allowed to give out this information for the safety of the students.
- Assign students to groups. One chaperone is required for every ten students. The group may not exceed 10 students.
- Prepare payment. Final payment is due upon check in. Cash payments **must** be consolidated into large bills.
- Review the Museum Etiquette guidelines with your students and chaperones (page 3).
- Ensure that all chaperones have a copy of the **Museum Map** and your field trip itinerary.
- Distribute curriculum to students along with necessary materials.

### **The day of your field trip:**

- Ensure that all chaperones have a copy of the **Museum Map** and your field trip itinerary.
- Buses will unload on Hermann Park Drive near the "**Bus Unloading Zone**" signs (**Bus Loading Zone Location**). Lunches must be left on the bus unless prior arrangements have been made.
- Once unloaded, students will line up outside the main entrance at the "**Teacher Reporting Point**" while the lead teacher enters the Museum to check in.
- During check in, the lead teacher will provide a final count, payment, and the **Required Teacher Admission Sheet** (page 2).
- 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**, and they should **arrive at least 15 minutes early to each ticketed venue, show or docent tour.**

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