



## Teacher/Organizer Agreement

We are excited to have your group visit Pima Air and Space Museum. During your visit, you will enjoy over 400 aircraft ranging from military to commercial use and be immersed in the world of aviation. To ensure all visitors can enjoy a day among the planes, we ask that you, as the organizer of this field trip, ensure your students and chaperones know the rules and expectations of the museum.

### Pre-Field Trip Requirements:

- Prior to arrival, make sure all students and chaperones know their assigned groups and the rules of the museum.
- All chaperones (including teachers) must fill out a Chaperone Agreement and submit it to the museum upon arrival.
- Students that have special needs or need one-on-one assistance are placed with a chaperone who is aware of their needs and can handle the behaviors.
- **All students and chaperones should be wearing a group-identifying name badge.**
  - This can be a name tag with your school/organization name on it or a school t-shirt.
  - It should be worn where it is easily visible and big enough to be seen clearly.

### Museum Rules:

#### Arrival:

- The group organizer should check in at admissions and turn in the teacher/organizer agreement form and chaperone agreement forms. Please have the rest of the group wait on the bus or in the front plaza. Only the organizer should go through the admissions line to check-in.
- Once checked in, the entire group must enter at the same time, including chaperones. If a member of your group arrives after you have entered the museum, they will be required to pay regular admission.
- An accurate head count of students, chaperones, and siblings must be given to admission upon arrival.
- Groups must be lined up and organized in their chaperone groups prior to entering the museum.
  - You may use our front plaza or parking lot to organize your group.
  - ALL students entering under the free/discounted admission policy must be always chaperoned, regardless of age.
- The teacher/organizer of the group must present all paperwork required for entering the admission department upon arrival.
  - Chaperone agreement – one per chaperone
  - Teacher agreement – on per visit

#### Museum Exploration:

- Please make sure all chaperones have a map of the museum and have signed and understand the chaperone agreement.
- No running or yelling in the hangars/gallery and do not allow your students to climb on or write on our aircraft.
- Only 10 students are allowed in the museum store at one time. They must always be supervised by a chaperone.

- If your students are eating at the Flight Grill and paying individually, please make sure they are supervised while they are going through the food line. Please organize their visit so there are no more than 10 students ordering at any given time.
  - Stagger their ordering/eating times.
- If you have pre-ordered lunches, please arrive at the Flight Grill at your order time.

**Departure**

- Exit through the Museum Store.
- Have a meeting place designated for all groups to meet that is not inside the store.
- Only 10 students are allowed to be in the store at one time.
- If students are shopping in the store, please make sure they do so during their visit, not when exiting.
  - Assign times for each group to visit the store!

**Groups who do not follow the museum rules or are causing damage to museum property will lose their free/discounted admission rates and regular admission rates will be charged to the school for their visit, along with charges for any damages caused by the students.**

**Form Instructions:**

This form should be filled out on the day of the field trip and should reflect the number of students and chaperones that are physically entering the museum on the day of your visit. Forms should be turned into admissions along with the chaperone agreement forms when the group organizer checks into the museum.

**Description of group members:**

- Chaperones are the number of adults you have entering the museum under the free/discounted rates and are responsible for a group of children.
- Extra adults are parents who are visiting with the children but are outside of the chaperone ratio.
- The organizer is someone who does not have a group of children with them and can float from group to group assisting chaperones.

**Fill out this portion of this form and turn it into the admission department upon arrival.**

School Name: \_\_\_\_\_ Date of field trip: \_\_\_\_\_

Grade of Students: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_ Number of Students \_\_\_\_\_

Number of Extra adults \_\_\_\_\_ Number of extra children (siblings) \_\_\_\_\_ Number of bus drivers \_\_\_\_\_

Group Organizer name \_\_\_\_\_ Onsite contact number \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please have all forms signed upon arrival. Forms should be turned in to the admission department before entering the museum.