



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.
- Students will **not** be allowed to carry individual backpacks into the museum. Only *in-ratio* chaperones should carry backpacks. Water bottles are encouraged.
- **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.
- Buses must park in the gravel parking lot.

Museum Rules:

Arrival:

- Please wait on the bus until a staff member has come out to assist you. If arriving with individual vehicles, please gather at the Bus Unloading Area and wait for a staff member to come out and assist you.
- A staff member will escort you to the check-in area. **Please have all forms and documents ready at this time.** While the group organizer is completing check in procedures with a member of staff, the accompanying chaperones should start getting students into their respective groups. The organizer is responsible for the check-in process.
- Should you need to pay for additional chaperones, please be advised that the check-in area will only accept **debit/credit card payments**. If you are paying cash, please let staff know so they can redirect you to admissions.
- Please be aware that the museum (including the check-in building) cannot store **individual** lunch boxes. We can **only** store lunches if they are in ice chests or totes.
- Please be aware that the area directly outside the check in area is part of the museum's active maintenance yard and there might be light vehicle traffic. As such, please be mindful of any vehicle.
- 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 present students, chaperones, and siblings must be given to museum staff upon arrival. This count should reflect the entire group, not just individual classes.**
- Groups must be lined up and organized in their chaperone groups prior to entering the museum.
 - You may use our school group check-in area to organize your group.
 - **ALL** students entering under the free/discounted admission policy **must always be 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.
- The check-in area and the surrounding area are to be used **only** to check in, to enter and exit the museum, and to eat. **It shouldn't be considered open to the public and/or part of any exhibit.** The museum will ask students to return to a more appropriate area, should they and/or teachers be found in the maintenance area for reasons outside those mentioned above.

Restaurant

- 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

- You can exit through the check-in area or through the Museum Store. Use the check-in area to exit the museum, if waiting for the rest of your group. This is to avoid crowding the museum's front plaza.
- 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 the check 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.

Please sign the next page before turning in the document

Fill out this portion of this form and turn it into the check-in area upon arrival.

School Name: _____ Grade Level: _____ Date of field trip: _____

Number of Students (in your class): _____ Total Number of Adults (for you class): _____

Number of extra children (siblings): _____ Number of bus drivers: _____

Teacher Name: _____ Onsite contact number: _____

Teacher Signature: _____ Date: _____

Please have all forms signed upon arrival. Forms should be given to museum staff at the check-in area before entering the museum.
