



## Teacher/Organizer Agreement

We are excited to have your group visit the Tucson Military Vehicle Museum. During your visit, you will be guided through the museum with notable vehicles and exhibits will be highlighted. To ensure all visitors can enjoy a day at the museum, 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 parking area farthest from the museum.

### 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 to the east (left) of the front door and wait for a staff member to come out and assist you.
- Do not block the main entrance to the museum.
- **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.
- Please be aware that the museum cannot store lunches. Sack lunches must be left on the bus or in vehicles.
- 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 and may not join the Guided Tour.
- **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.
  - Please do not block the front door of the museum while organizing students into groups.
  - **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:

- All students and in-ratio chaperones must stay together in one group during the guided tour.
  - Please make sure all chaperones understand the chaperone agreement and understand that this is a GUIDED visit. Groups may not explore the Tucson Military Vehicle Museum on their own.
- No running or yelling in the hangar/gallery and do not allow your students to climb on or write on our vehicles.
- Only 12 students are allowed in the museum store at one time. They must always be supervised by a chaperone. The rest of the group must wait outside by the playground while one group shops.

#### Café:

- If your students are purchasing items from the café 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 12 students purchasing at any given time.
  - Stagger their ordering/eating times.

#### Departure:

- You can exit through the gift shop or through the side gate as long as it gets closed behind you.
- Only 12 students are allowed to be in the store shopping at one time.

**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 in during check-in along with the chaperone agreement forms.

#### 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.
  - Please note that extra adults are not allowed to accompany the group on the GUIDED tour due to limited space in the hangar. It is recommended to bring only in-ratio chaperones and no extra adults.
- 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**

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

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

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

Group Organizer 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.



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