



**CLARK  
COUNTY  
HISTORICAL  
MUSEUM**  
est. 1964  
operated by the Clark County Historical Society

## **Teacher Agreement & Reservation for Class Visits**

The Museum Staff welcomes student visitors and will make every effort to help teachers as they work with their class.

To ensure that each visiting group has the greatest possible opportunity to learn, please keep the following in mind:

- There is limited space and resources, please reserve space for your class at least two weeks before your visit. Museum staff is not available to support class visits without a reservation.
- The Museum is open 11:00AM – 4:00PM Tuesday through Saturday. The Museum can be opened up to 2 hours early with at least 2 weeks advanced reservation at an extra cost of \$50.00 (paid in advance, non-refundable).
- The space and staff can only accommodate a *maximum* of 35 children with an age-appropriate adult ratio.
- A \$2.00 each admittance fee is charged when a visiting class has a reservation. An admittance fee of \$5.00 each is charged when a reservation has not been made. NOTE: It may not be possible for classes without a reservation to enter the Museum. Payment for admission is due upon arrival unless prior arrangements have been made. If you plan to process a purchase order for payment of admission fees, please contact the Visitor Services Manager for an invoice at least two weeks in advance.
- The teacher or group leader is solely responsible for all children during their time in the Museum and on the grounds.
- The teacher provides the learning plan including goals and objectives, organizes the group before and during the visit, and assesses learning success. Museum staff will support the learning plan with at least 2 weeks advance reservation.
- Children are to be fully engaged in appropriate learning activities at all times and supervised by the teacher or chaperones.
- Because the Museum has limited space and facilities (which are shared with other non-school visitors), behavior and concern for safety is held to an even higher standard than in a regular classroom.
- No food, drinks, or gum; we have no facilities available for lunches to be eaten. Backpacks, cameras and cell phones are not allowed in the Museum exhibit area.
- The Museum reserves the right, at the sole discretion of Museum staff, to ask anyone who is not meeting the high standards of behavior and safety, to leave the facilities immediately. Teachers should be prepared to deal with this potential by providing appropriate supervision outside the Museum.

With sufficient planning time and availability of resources, Museum personnel are happy to work with teachers or group leaders to develop and present appropriate learning activities including interpretive tours.

**Clark County Historical Society and Museum**  
1511 Main Street, Vancouver, WA 98660  
360-993-5679; 360-993-5683 (fax)

Please sign and fax to the Museum at least two weeks before the requested visit date. Thank you!

Requested Visit Date & Visit Start Time (1 <sup>st</sup> choice):	Requested Visit Date & Visit Start Time (2 <sup>nd</sup> choice):	
<i>Confirmation will be returned within 24 business hours</i>		
Name of Teacher/Leader:		
Signature of Teacher/Leader:		
District & School or Organization:	Phone:	E-Mail:
Principal's or Supervisor's Name:		

Please note: The following two pages ("School Visit Plan," "Class Chaperones – Guides to Better Learning") are supplementary materials. The materials are intended as "helpful hints" that can help maximize the opportunity provided by the class visit for an effective, exciting, and high-quality learning experience for your students.

# School Visit Plan

## **Please follow these steps when visiting the Museum:**

1. Leaving the students on the bus with the chaperones, the teacher should check in with the Visitor Services Manager for registration, admission payment, and last minute instructions. Admission payment is due upon arrival unless prior arrangements have been made.
2. Students should have name tags with first name only attached where they can be seen during their visit.
3. Students should be divided into 3 groups with a "1," "2," or "3" written on their name tag to indicate which group they have been assigned.
4. Each group will have an assigned chaperone that will stay with the group at all times. Chaperones should also have a name tag with the number of their group.
5. Students will be greeted by the Visitor Services Manager on the bus and reminded of Museum etiquette. (Be respectful of people and Museum property. Talk with a very soft voice. Groups stay together. Be safe.) Teachers introduce these before leaving school.
6. Groups are brought into the Museum separately starting with Group 1 coming off the bus first. Students in Groups 2 and 3 should stay on the bus while Group 1 exits.
7. A Museum Guide will take Group 1 from the bus, pause on the stairs and begin the visit when all students are quiet and ready to learn.
8. A second Museum Guide will take Group 2 from the bus, pause on the stairs and begin the visit when all students are quiet and ready to learn.
9. A third Museum Guide will take Group 3 from the bus in the same way.
10. The teacher circulates, observes and participates with each of the groups during this part of the visit, supporting the learning process and providing additional instruction.
11. Each group spends about 15 minutes at each of three stations/exhibits (with passing time included).
12. After approximately 45 minutes the three groups are brought to the class area, seated and the teacher will combine information presented at the three stations with regular curriculum to make the Museum visit part of a cohesive learning experience.
13. Students leave the class area by group number to exit the Museum. The Museum Guides will lead their groups to the front side walk and then turn the group over to the group's chaperone.

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# Chaperones – Guides to Better Learning

As a chaperone of a group of students visiting the Clark County Historical Museum you have the opportunity to help your assigned group of students get the most learning out of their visit.

Here is what you should do:

1. Help your groups stay together, to be respectful of other visitors, and to maintain the expected standards of student behavior.
2. You aren't expected to be a "teacher" or "expert historian." You are the adult leader who guides young people as they experience new ideas and explore the challenging world around them.
3. Students are expected to: be safe at all times, talk in a "Museum voice" (very softly), and treat the Museum facilities and displays with great respect and care. You may need to remind members of your group of these simple expectations. If problems continue, your group may be asked to leave the museum until they are ready to continue their learning experience.
4. Help students with any hands-on activities or to examine exhibit materials in ways that help them understand the ideas being presented.
5. Support Museum staff so that things run smoothly and in good order.
6. Feel free to offer suggestions to improve the quality of the learning experience for your group.

Thanks for coming to the Museum with your group of students. The Museum's Education Committee sincerely hopes that you enjoy the learning process and the opportunity to watch young people interact with great ideas and intriguing objects of history!

The teacher should assign students to your group on the Roster below:

Chaperone's Name:		
Student's Names		

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