

Plan for Your MOHAI Field Trip



WHAT TO BRING:

- Please leave backpacks, valuables, and unnecessary belongings at school as we have limited storage space; MOHAI is not responsible for lost or stolen items. Students may not wear backpacks in the galleries.
- MOHAI will provide a storage area for coats and lunches.
- MOHAI will provide either clipboards and pencils or iPads for scavenger hunts depending on your reservation. If you are using paper scavenger hunts we will provide copies for everyone; you do not need to print those.

PARKING:

Where can school buses drop off and pick up?

- Buses are not allowed down the driveway of the museum or to park in the MOHAI lot. There are several loading areas and parking lots available near the museum that may be used for temporary load and unload.

Does MOHAI have parking?

- On-site parking is reserved for ADA parking. There are several private and city-owned paid parking lots near MOHAI. The closest public parking to MOHAI is the lot at the south end of the park at Valley St. and Terry Ave N. See the [parking information page](#) for details.

CHECK-IN AND ENTRY:

- Groups will be met outside the Group Entrance by Education staff where we will confirm details of the day.

MOHAI
MUSEUM OF HISTORY & INDUSTRY

860 Terry Ave N, Seattle WA, 98109

Questions? Contact us at (206) 324-1126 ext. 106

Office Hours: Mon–Fri 9 am–4 pm or education@mohai.org

- Groups will enter MOHAI through the Group Entrance one class at a time to drop off coats and lunches.
- Teachers are welcome to keep bags with medical and other supplies.
- All field trips begin with a welcome and orientation to MOHAI and the day's activities.
- Groups will exit MOHAI in the same manner. Classes will collect their coats and lunches in the Group Entrance and exit through those same doors one class at a time.

LUNCHES:

- Please bring your classes' lunches collected together in labeled bags or boxes by class.
- **MOHAI does not have an indoor lunch facility.** Groups eating lunch at the museum should plan to eat in the surrounding Lake Union Park, which does not have covered seating.
- In the case of exceptional inclement weather, museum staff will do their best to accommodate an indoor lunch space, though we cannot guarantee a space for your group. Eating lunch back at school is recommended in these instances.

PLANNING YOUR VISIT:

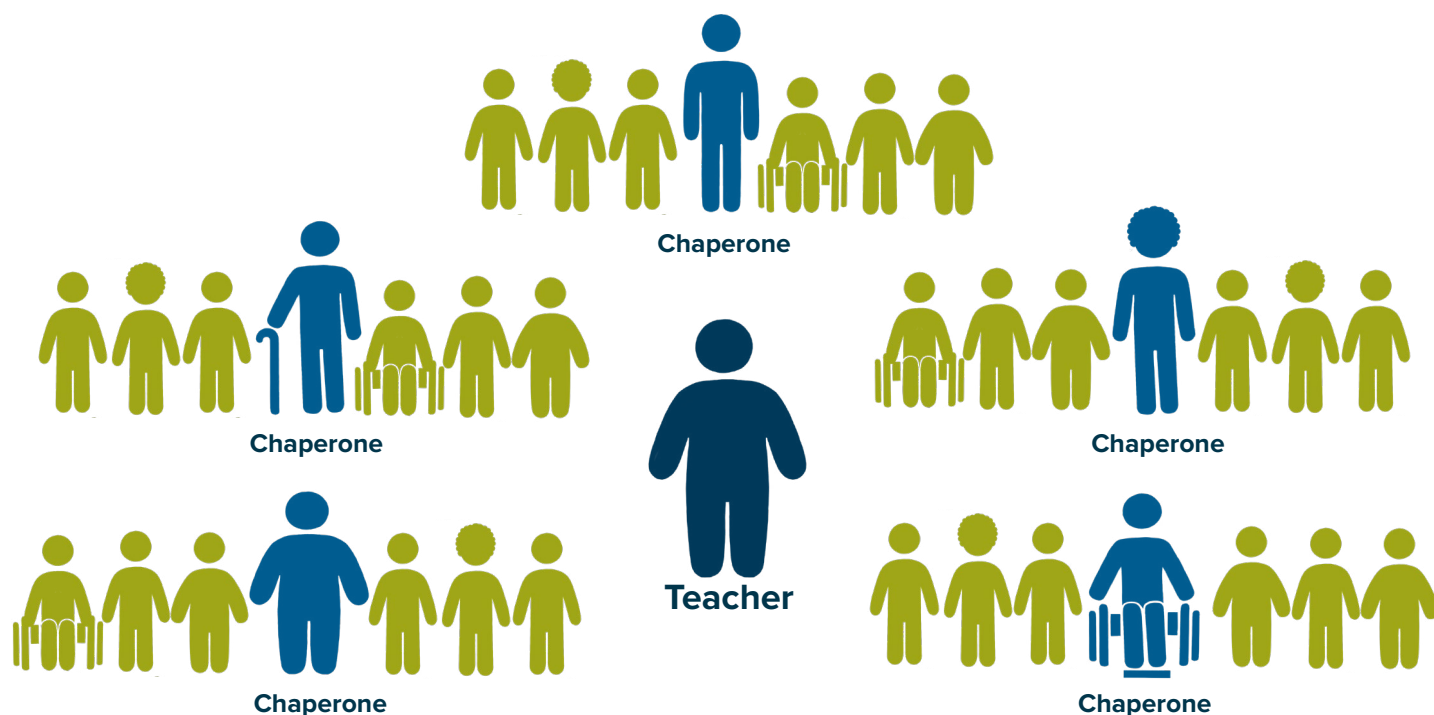
- Review MOHAI's museum manners with your students and chaperones ahead of time.
- Use the following forms to divide up your class ahead of time. Coming to MOHAI with the groups pre-assigned helps us get started on your field trip right away, maximizing your museum time.
- If you have access or support needs to share, please reach out to education@mohai.org ahead of your field trip and connect with Education staff at check in.

For Teachers on Guided Field Trips

Before your field trip to MOHAI, please arrive with each class divided as evenly as possible into no more than **five chaperone-led teams with a maximum of six students**. Smaller classes can have fewer groups if not exceeding the 6:1 ratio. This will help us get started right away and maximize your museum time!

See the graphic below for an example of a full class of 30 students with a 6:1 student-to-chaperone ratio. Teachers are welcome to lead a team.

During your program, these student and chaperone teams will work together to explore one of **five program topics**. They will explore the galleries with scavenger hunts in these teams as well.



For Teachers on Guided Field Trips

Please arrive with each class divided into **a maximum of five chaperone-led teams** of no more than six students. Teams should be divided as evenly as possible. These student and chaperone teams will work together during the guided program and gallery exploration. Using the information provided on your contract, fill out the following pages for ease of use on the day of your visit. **You will confirm or update timing with Education staff when you check in at the beginning of your field trip.**

Museum Manners

1. Students must stay with chaperones at all times.
2. No running, pushing, or roughhousing.
3. Use inside voices at all times.
4. Look for signs or barriers before you touch.
5. No flash photography.
6. No food, drink, or gum in the museum.
7. Use only pencils for writing.
8. Do not lean on exhibits or use them as writing surfaces.
9. Reserve the elevator for those who need it.

YOUR SCHEDULE

Activity	Time
Arrival Time	
Departure Time	

GROUP 1

Chaperone _____

Student 1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

GROUP 2

Chaperone _____

Student 1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

GROUP 3

Chaperone _____

Student 1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

GROUP 4

Chaperone _____

Student 1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

GROUP 5

Chaperone _____

Student 1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

For Chaperones on Guided Field Trips

Thank you for volunteering to chaperone! Chaperones have an active and critical participatory role in all our programming. Be ready to engage! Chaperones will lead a team of students through one hour of gallery exploration and work with their team during their guided program. Please fill out the following pages for ease of use on the day of your visit. **Activity times will be confirmed at the check-in at the beginning of the field trip. Please listen for any updates to the schedule during the orientation.**

YOUR GROUP

Chaperone (You) _____

Student 1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

YOUR SCHEDULE

Activity	Time
Arrival Time	
Departure Time	

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Helpful Tips for Chaperones:

- **Museum Manners:** You are responsible for the behavior of the students in your team!
- **Know your group:** Learn the names and faces of the students in your group. Make sure they know your name.
- **Be encouraging:** Encourage students to ask questions and praise them for inquisitiveness and good behavior.
- **Stay together:** Keep your group in one room at a time and count your students before moving on to another area.
- **Discuss & explore:** Use student questions as an opportunity to dive deeper. Answer questions with a hint or another question (e.g. "Where could we look to find that out?" or "Maybe this display can help us find out,") and summarize/share student comments with team.
- **Look closely:** Ask your team these questions about objects/images you encounter:
 - What are we looking at? What is going on here?
 - What do you see that makes you say that?
 - What else do you notice/what more can we find?
- **Work as a team:** Encourage students to be respectful of each other's ideas, to share materials, to take turns reading, and to work together to accomplish team goals.
- **Review:** When you are done with an activity, recap what your team did/saw/learned.
- **If you need help:** Ask! Museum Educators, Security Officers, and Visitor Services staff are all here to help. First Aid supplies can be requested at the Admissions Desk.