

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:

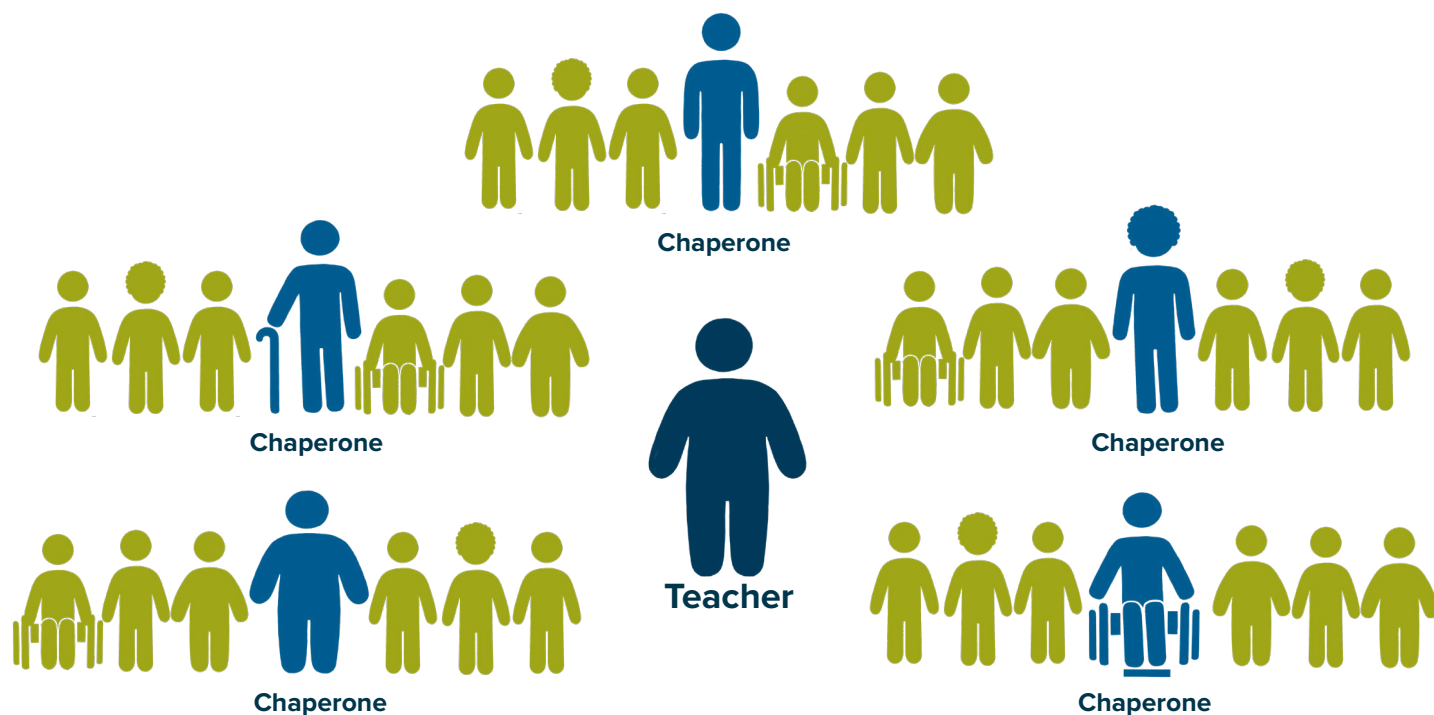
- Review MOHAI's museum manners with your students and chaperones ahead of time.
- Use the following forms to divide up your class ahead of time. Coming to MOHAI with the groups pre-assigned helps us get started on your field trip right away, maximizing your museum time.
- If you have access or support 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 Self-Guided Field Trips

Before your field trip to MOHAI, please arrive with each class divided as evenly as possible into chaperone-led teams. **Each chaperone-led team should have a maximum of six students.** 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, and additional chaperones are welcome up to a 2:1 ratio.

Groups who have selected the iPad scavenger hunt for their gallery exploration will receive one iPad per team for a **maximum of five teams**. If you have brought your own activity or have selected the paper scavenger hunt for your activity, you may split your class into more than five chaperone-led teams.



For Teachers on Self-Guided Field Trips

Please arrive with each class divided as evenly as possible into **chaperone-led teams with a maximum of six students each**. Our galleries are small and winding. We require that all students and chaperones stick together for safety and to support engagement in the galleries. **Use the information on your contract and confirm 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 _____

* If you have **brought your own activity** or have selected the **paper scavenger hunt** for your activity, you may split your team into more than five chaperone-led teams.

For Chaperones on Self-Guided Field Trips

Be ready to engage! Chaperones will lead a team of students through up to two hours of gallery exploration. Our galleries are small and winding. We require that all students and chaperones stick together for safety and to support engagement in the galleries. **Activity times will be confirmed at check-in at the beginning of the fieldtrip. 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 the 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.