

# *Walk in History's Footsteps at* **Virginia Museum of the Civil War**

## **-Student Program Guidelines-**

*The Virginia Museum of the Civil War has offered a quality educational experience for more than forty years. We are proud to continue our partnership with local and regional school systems. Following these guidelines will enhance your field trip experience.*

**Group Size:** The Virginia Museum of the Civil War has a limit of *two hundred students* on the Park grounds at any one time. Large groups (over one hundred people) may be divided.

**Chaperones:** The Park requires the active participation of *one adult chaperone for every ten students*. These chaperones receive free admission and provide vital support to the teaching team. Additional adults are very welcome but will be charged an admission fee. Classroom teachers should not be counted as part of the required number of chaperones. The Historical Interpreter is responsible for the educational programming. It is the responsibility of the classroom teachers and chaperones to ensure appropriate student behavior. Please see the *Museum Manners* portion of the packet.

**Punctuality:** Please arrive promptly for your program. Groups arriving early will begin programming at the contracted start time. Groups arriving late will be offered a shortened program that will end at the contracted time.

**Clothing:** Student programs all contain an outdoor element and will require some walking. Please remind your students to dress appropriately for the weather and the activities. In the case of severe weather, indoor activities will be available.

**Lunch:** The Park offers a picnic area adjacent to the museum for lunch. The tables are available on a first come, first served basis. There are also grassy areas nearby that may be used for lunch. There are no covered eating areas at the Park. The New Market Community Park is two miles away and offers several covered pavilions on a first come, first served basis. These are available free of charge.

**Check In:** Please plan to arrive in front of the museum. An historical interpreter will greet you and give further instructions.

## **Museum Manners for Student Field Trips**

*In order to provide the best educational experience possible, the Virginia Museum of the Civil War requires the active participation of all classroom teachers AND one additional chaperone for every ten students. Please review the following guidelines with all students and chaperones prior to arrival at the Park.*

- Have fun! It is a proven fact that students learn more readily when in a fun environment.
- Please lower your voice inside the museum and remember that other visitors are sharing the museum with you.
- Follow the rules of the classroom while on the field trip. If you have a question, raise your hand to be recognized.
- Look with your eyes and not with your hands while in the museum.
- Please do not run during your visit to the Park.
- Stay with the group at all times.
- Remember that you are sharing the Park with other visitors, be courteous and make a good impression for your school.

## Group Tour Booking Policy

*The Virginia Museum of the Civil War is dedicated to offering excellent group tours. In order to expedite the group booking process, the Park will employ the following four-step procedure.*

1. A group representative contacts the Park and is given general information about the programs. The group representative requests a specific date and time. The group representative may select a specific tour package at this point.
2. The Group Booking Coordinator or Park staff member will review the calendar and confirm the requested date if available.
3. A Group Booking Contract is emailed, faxed, or mailed to the group representative. *At this point the group tour is considered a "tentative booking."*
4. The Park receives the signed contract and the booking status changes from "tentative" to "confirmed."

***Groups arriving at the Park without completing the booking process are not guaranteed a guided tour or special programming.***

Students (ages 6-12)	\$5.00
Students (ages 13+)	\$8.00
Group Representative	Free
Classroom Teachers	Free
Chaperones (1 for every 10 students)	Free
Bus Drivers	Free
Additional Adults	\$8.00

*Rates are subject to change without notice.*

*For more information, contact:*

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Virginia Museum of the Civil War

P.O. Box 1864, New Market, VA 22844

(866) 515-1864

[www.vmi.edu/newmarket](http://www.vmi.edu/newmarket)

## Recommended Reading

*(All titles are available in the General's Store)*

Ghost Cadet, by Elaine Alphin

Across Five Aprils, by Irene Hunt

If You Lived at the Time of the Civil War, by Kay Moore

Soldier's Heart, by Gary Paulsen

With Lee in Virginia, by G. A. Henty

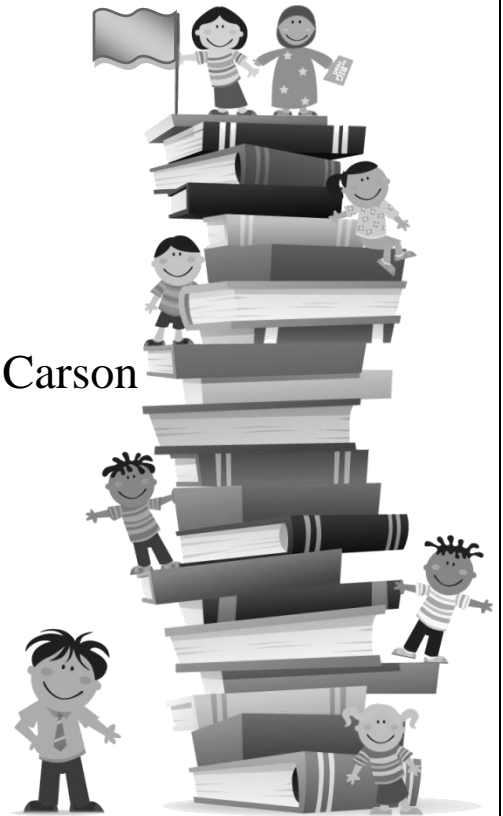
Abraham Lincoln for Kids, by Janis Herbert

Underground Railroad for Kids, by Mary Kay Carson

Put the Boys In, by J.D. Haines

Cadets at War, by Susan Provost Beller

An Afternoon in May, by George Tomezsko



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