



Titan Missile Museum

Teacher/Organizer Agreement

We are excited to have your group visit Titan Missile Museum. During your visit, you will have the opportunity to explore the last remaining Titan II Missile silo. To ensure all visitors can enjoy their visit to the Titan Missile 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.
- **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.

Museum Rules:

Arrival:

- The group organizer should check in at admissions and turn in the teacher/organizer agreement form and chaperone agreement forms. Please have the rest of the group wait on the bus or in the front parking lot. Only the organizer should go through the admissions line to check-in. **Please consider the check-in procedures when calculating your time of arrival to ensure punctuality.**
- 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.
- **An accurate head count of students, chaperones, and siblings must be given to admission upon arrival.**
- Groups must be lined up and organized in their chaperone groups prior to entering the museum.
 - You may use our front parking lot to organize your group.
 - 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 – one per visit

Museum Exploration:

- Please make sure all chaperones have signed and understand the chaperone agreement.
- No running or yelling in the underground launch complex and topside area (including admissions). Do not allow your students to climb on or write on our exhibits.
- While in the museum store, students must always be supervised by a chaperone.

Departure

- Have a meeting place designated for all groups to meet that is not inside the museum.
- While in the museum store, students must always be supervised by a chaperone.

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 into admissions along with the chaperone agreement forms when the group organizer checks into the museum.

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.
 - The organizer is someone who does not have a group of children with them and can float from group to group assisting chaperones.
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Fill out this portion of this form and turn it into the admission department upon arrival.

School Name: _____ Date of field trip: _____

Grade of Students: _____ Number of Chaperones: _____ Number of Students _____

Number of Extra adults _____ Number of extra children (siblings) _____ Number of bus drivers _____

Group Organizer name _____ Onsite contact number _____

Teacher Signature: _____ Date: _____

Please have all forms signed upon arrival. Forms should be turned in to the admission department before entering the museum.
