

Field Trip Resource Guide

2024



The staff at Shelburne Museum welcomes you to the 2024 season!

We are committed to providing a meaningful educational experience for you and your students that will enhance and support your teaching of history, industry, culture, and art. Shelburne Museum's varied collections are valuable tools for learning, exploration, and self-expression. Educators who connect with Shelburne Museum will have the opportunity to expand their own understanding of the stories our collections have to tell and the ways that art and material culture can support standards-based classroom learning. We welcome public, private, and homeschool students in grades pre-K to 12 and beyond.

This season, our rates are as follows:

- **Passport to Learning – Guided Program: FREE.** Thanks to generous grant support, there is no cost for students, teachers, school staff, and parent/guardian chaperones to attend Passport to Learning in 2024.
- **Self-Guided Visits:** Admission fees are \$5 per student. Teachers, school staff, and parent/guardian chaperones are admitted for free.

We are committed to making Shelburne Museum learning experiences accessible to all. Please reach out if you need assistance covering admission fees. We also welcome inquiries about accessing the limited funding we have available to help defray transportation costs.

You'll find all the necessary information to help you prepare for a successful field trip in this guide. Thank you for reading it carefully and sharing relevant information with your students and other adult leaders before arriving at Shelburne Museum. If questions or concerns remain, please do not hesitate to contact Sara Wolfson, School and Youth Programs Educator, at education@shelburnemuseum.org or 802-985-0922.

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Arrival Information

- Shelburne Museum is located at 6000 Shelburne Road, Shelburne, VT 05482
- The Museum will open for Passport to Learning participants beginning at 9 a.m.
- Self-guided visitors are welcome beginning at 10 a.m.

If travelling by bus:

- Groups arriving by bus will drive up to the circle in front of the Museum Store. See arrival map below. We encourage drivers to shut off bus engines to keep the air clean for our staff and visitors. A member of the Shelburne Museum education staff will greet the group leader outside, or on the bus in case of inclement weather. **Please wait for directions from our education staff before unloading students.**
- After unloading students, buses may park in any of the lots at the far southern end of our parking area.

If travelling by car:

- Groups arriving by car will park in the parking lot. Please assemble students into one group on the grass by the East Gate (see map).
- A member of the Shelburne Museum education staff will greet the group leader and give your group a brief orientation before welcoming your group onto the grounds through the East Gate.

Orientation Procedure:

- After students unload the bus/vehicles, a member of the Shelburne Museum education staff will provide your group with a brief orientation in a location that will be determined upon arrival.
- **We ask that students refrain from using the restrooms until after the orientation is complete to ensure a brief and efficient arrival process.**
- If you are participating in Passport to Learning, Passports will be given to group leaders to distribute to students after the orientation.



Check-In Procedure for Passport to Learning

There is no cost to participate in Passport to Learning. However, we need to keep track of the numbers of attendees.

If you are from a school (public or private):

- When you arrive, a member of the education staff will ask you to sign a form confirming the name of your school/organization, group leader information, and the number of students, faculty/staff, and parent/guardian chaperones in your group. **Please be prepared to share your final attendance numbers when you arrive.**

If you are a homeschooling family:

- Please check in with the admissions team at the Museum Store upon arrival. Even though the program is free, we need to know how many people are visiting and participating in the program.

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Check-In Procedure for Self-Guided Visits

The admission fee for Self-Guided visits is \$5 per student. Teachers, school staff and parent/guardian chaperones are admitted free.

If you are from a school (public or private):

- We ask that all school groups do not pay onsite, unless arranged prior to the visit. Instead, groups will be invoiced via email after the visit.
- When you arrive, a member of the education staff will ask you to sign a form confirming the name of your school/organization, group leader, email address to send the invoice to, and the number of students, faculty/staff, and parent chaperones in your group. Please be prepared to share your final attendance numbers when you arrive.
- After your visit, the Museum's finance department will bill your school directly.

If you are a homeschooling family:

- Payment is due the day of your visit. The Museum Store accepts cash, check, or credit cards.

- Please note that the \$5 admission fee only applies during the months that public schools are open, and not during the summer vacation months. If you are interested in organizing a group visit during the summer months, you may contact Sara Wolfson at education@shelburnemuseum.org to inquire.

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Restrooms:

- We encourage students to use the restroom before exploring the grounds. See arrival map for the closest restroom to the entrance. Please do your best to wait until after orientation to allow students to use the restrooms.

Backpacks, Lunch Storage & Lunch Seating:

- We understand that you will be eager to lighten your load upon arrival. We ask that you store backpacks and lunches in the cubbies outside the Weathervane Café. Please do your best to consolidate your group's belongings when you store them. The Museum has wagons you may use to transport your gear. You are welcome to bring your own wagons, as well.
- Backpacks and large bags are not allowed in most Museum buildings. If you prefer to wear your backpack as you travel across the grounds, you may be asked to leave it outside the buildings you are visiting. **Exceptions will be made to the backpack policy if they are needed to carry EpiPens or other medications/medical devices.*
- We invite you to eat lunch at the picnic tables outside of the Weathervane Café. In case of inclement weather, you may eat lunch in the shelter of the Shaker Shed or in the basement of the Round Barn.

Departure Information

- We encourage groups to depart through the East Gate, which is the gate you used to enter the grounds at arrival. It will likely be locked when you are ready to leave, however. An adult from your group can go into the store and let a member of the Museum Store staff know that you are ready to leave. They can open the gate for your group.

Field Trip Checklist

Before your visit, we ask that you do the following:

- Review this Field Trip Resource Guide and share with all teachers/school staff and parent/guardian chaperones attending.
- Review pre and post trip educational resources.(pg.12)
- If you are participating in Passport to Learning, please review the [Passport to Learning Workshop Guide.](#)
- If you are doing a Self-Guided visit, please review the [Self-Guided Visit Information.](#)
- Create small groups for each teacher/chaperone. The smaller the group, the better! For both Passport to Learning and Self-Guided visits, groups should consist of no more than 10 students per group.
- Check the weather and prepare accordingly—you will be spending time outside!
- Review Museum Manners with students—you may use this [slideshow.](#)
- Plan to bring lunches instead of trying to purchase lunch onsite. Please note that we cannot provide refrigeration, so please plan accordingly. More information about lunch storage is provided on pg.5.
- Make and bring name tags for students, teachers, and chaperones to wear during the visit.
- Prepare pencils to bring for your students** to use throughout their visit. No pens or markers, please! Due to the large number of students who visit the Museum each day, we cannot provide pencils for everyone.
- Confirm your final #'s (# of students, # of teachers/staff, # of parent chaperones) and be ready to share them with Museum staff when you arrive. If your bus driver(s) plan to visit the Museum, they are welcome! Just be sure to include them in your count of teachers/staff.

During your visit we ask that you:

- Monitor and encourage active participation from both students and chaperones
- Remind students of curriculum connections
- Remind students of [museum manners](#) and behavior expectations
- HAVE FUN!



After your visit you may:

- Complete our feedback survey. This will be sent via email after your visit.
- Extend your learning by trying the lesson extensions in our lesson plans.
- Share student learning with Shelburne Museum! We love receiving artwork/cards/writing from students about their visit. You may mail any student creations would you like to share to:
Shelburne Museum, c/o Education, PO Box 10, Shelburne, VT 05482
- Encourage students to visit the Museum again and share your learning with family and friends. Passport to Learning participants will receive one free Family Day Pass by bringing the Passport book to Admissions.

FAQ

How long of a visit should we plan for?

There's a lot to see, so try to stay as long as you can! For both Passport to Learning and Self-Guided visits, we recommend spending at least three hours at the Museum.

What if our plans change and we need to cancel or reschedule our visit?

It happens. We understand. Please notify us as early as possible if you will not be visiting as scheduled. You may email Sara Wolfson at education@shelburnemuseum.org or call at 802-985-0922. If you would like to reschedule, please let Sara know and we will do our best to find another day that works. There is no fee or penalty for cancelling or rescheduling your visit.

How should I dress for a visit to the Museum?

A visit to Shelburne Museum requires walking on gravel paths with some small hills. You will be outside as you travel across the grounds. Wear comfortable shoes and be prepared for the weather (rain gear, hat, sunscreen, jacket, etc.). It's always a good idea to check the weather forecast before your visit.

Are the grounds accessible to people with mobility limitations?

See Accessibility on pg. 12 for more information.

Should we bring water bottles?

Please do! If you run out of water during your visit, there are water fountains you may use for a refill. However, be aware that you will be asked to leave your water bottle outside of many of our buildings and gallery spaces.

Can we use the Museum shuttle?

The shuttle has very limited seating. We ask that school groups refrain from using the shuttle. Please see our Accessibility information on pg. 12 for more information on accommodation for visitors with mobility limitations.

Can we ride the Carousel?

Absolutely! Please be aware that it closes from 12:30 to 1:00, and that it also may close for inclement



weather. Please limit the number of rides taken on the Carousel so that all visitors who would like to ride will be able to have a turn.

Those big, grassy fields look really inviting? Can we walk/run/play games on them?

It's fine with us if it's ok with you! Please be mindful of the gardens and landscaping, however.

Why is there a fee for Self-Guided visits while Passport to Learning is free?

The generous grant funding we received was specifically designated to support the Passport to Learning program. If financial assistance is needed for a Self-Guided visit, please reach out to us at education@shelburnemuseum.org.

Can students and parent/guardian chaperones with their own transportation stay at the Museum after their school buses depart?

Of course! Your participation in any of our school programs includes admission to the Museum for the entire day. The Museum closes at 5 p.m.

Can we shop in the Museum Store?

Yes. The Museum Store is open daily from 10:00 a.m. to 5:00 p.m. Adults must accompany children in the store. Please be aware that space is limited and there will be other visitors in the store, which is busiest between the hours of noon and 2 p.m.

Can we get food or drinks at the Weathervane Café?

You are welcome to purchase food and drinks at the Weathervane Café. However, navigating this process with groups of children can be challenging, so please plan accordingly.

Chaperone Guide & Museum Manners

We ask that you provide all attending adults with a digital or printed copy of this Chaperone Guide and Museum Manners.

Chaperone Guide

Chaperones are an essential part of any museum visit. Shelburne Museum relies on chaperones to be alert, flexible, and willing to help students learn. We ask that all chaperones do the following:

- Before the visit, please review the [See/Think/Wonder Lesson Plan](#) and the [Passport to Learning Passport Book](#).
- Know who is in your group, and how many students you are responsible for. Remain with your group throughout your visit. It's always a good idea to take a head count before moving on to a new workshop/exhibition.
- Model good museum manners (see below), a positive attitude, and enthusiasm for the experience.
- Manage student behavior and do your best to keep students focused and on task.
- If you are participating in the Passport to Learning program, educators may call on chaperones to help pass out materials, encourage student engagement, or help manage traffic flow. Please be ready to help!
- Limit cell phone use.
- When taking photographs, be mindful that the parents/guardians of some students may not want their child(ren) to be photographed. We encourage you to check in with your group leader about any photo restrictions.
- Help us keep our facilities clean by supervising students at lunch and in the restrooms.
- In case of an injury where assistance is needed, contact Shelburne Museum Protection Services at 802-985-9375.

Thank you for your help in maintaining a safe and enjoyable environment for all!

[Museum Manners \(Slideshow for students\)](#)

Please review the Museum Manners with students before your trip. Expect Museum staff and educators to reinforce these throughout your visit as needed.

- Food, drinks, and gum/candy are not allowed inside exhibition buildings.
- You may be asked by a guide or educator to leave your backpack or water bottle outside of some buildings. Please follow that expectation. **Exceptions will be made to the backpack policy if they are needed to carry EpiPens or other medications/medical devices.*
- Please do not touch the artwork and objects, unless instructed to do so. Help us protect our collection from the naturally occurring oils and dirt on our skin that can damage the artwork and objects.
- You may take pictures, but please no flash indoors!
- Follow your group's expectations on phone use.
- When filling out your Passport, sketching, or taking notes, only pencils may be used.
- Please follow any expectations shared by Shelburne Museum educators, guides, and guards.
- Walk slowly and carefully in exhibition buildings, which are filled with many fragile things. Keep your hands and bodies calm and quiet as you explore.
- Use a quiet, inside voice (no louder than a "Level 2" voice) in exhibition buildings.
- Stay with your group!

Passport to Learning - Guided Program

Please click here for our [printer-friendly Passport to Learning Workshop Guide](#). This guide includes a map and important details about this program and workshop offerings.

Self-Guided Visits

Self-Guided visits allow you and your group to explore the Museum at your own pace and visit spaces that are most relevant to your interests and learning goals. Since there is a lot to see at Shelburne Museum, [please click here for our Self-Guided Visit Information](#). You may reach out to Sara Wolfson, School and Youth Programs Educator at education@shelburnemuseum.org or 802-985-0922 with questions or to inquire about custom educational materials.



Accessibility

Shelburne Museum is committed to enhancing accessibility and inclusion for our visitors and community. Our education team is prepared to support school groups in making a visit to Shelburne Museum successful and enjoyable for all students and adults. Full details on accessibility at Shelburne Museum can be found on our [Accessibility webpage](#). We have also shared links to some of our guides below.

Please reach out to our education team at education@shelburnemuseum.org with any questions assistance in planning for any necessary accommodations.

Educational Resources

[See/Think/Wonder Lesson Plan](#)

Pre-visit lesson plan developed for Passport to Learning participants, but may be helpful to Self-Guided visitors, as well.

[What We Can Learn from Museums Lesson Plan](#)

Pre- and post- visit resource for all visitors.

[Passport to Learning Passport Book](#)

Digital version of the Passport book for Passport to Learning participants to review before the visit.

[Museum Manners Slideshow](#)

An overview of Museum behavior guidelines to share with students before your visit.