

Field Trip Resource Guide

Spring 2026



The staff at Shelburne Museum welcomes you to the 2026 season!

We are committed to providing a meaningful educational experience for you and your students that enhances and supports 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: Admission fees are \$5 per student. Teachers and school staff are admitted free.

- Chaperones admitted free up to a ratio of 1 chaperone per 10 students. (\$5 per chaperone above 1:10 ratio. This will be included in your invoice. *Please note: Parent/caregiver chaperones are not a requirement to participate in Passport to Learning. If you choose to invite chaperones, we recommend no more than a 1:10 chaperone-to-student ratio.

Self-Guided Visits: Admission fees are \$5 per student. Teachers and school staff are admitted free.

- Chaperones admitted free up to a ratio of 1 chaperone per 10 students. (\$5 per chaperone above 1:10 ratio. This will be included in your invoice.

Homeschool Visitors: Admission fees are \$5 per student for both Self-Guided visitors and Passport to Learning participants. One adult per family is admitted free. Additional adults per family are \$5 each.

- *Please note: The \$5 admission fee for homeschool visitors is honored daily during the time that most public schools are in session during Shelburne Museum's 2026 season: from Monday, May 11 to Friday, June 19 and from Monday, August 31 to Friday, October 23. If you are interested in organizing a group visit during the summer months, you may contact Sara Wolfson at education@shelburnemuseum.org to inquire.

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 funding 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
- **Self-guided visitors** are welcome beginning at **10 a.m.**
- The Museum will open for **Passport to Learning participants beginning at 9 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 on the following page.
- 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 and Self-Guided Visits

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 after the visit. We also ask that parent chaperones do not pay individually on site. **If you have additional chaperones attending at the \$5 per additional chaperone rate, we will include them in your invoice.**
- **When you arrive, please be prepared to share your final numbers of students, faculty/staff, and parent chaperones in your group.** It is helpful to us if you can share the number of adults in two separate categories: teachers/staff, and parent chaperones. Thank you for your cooperation!
- 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. There will be an additional 3% fee if paying by credit card.
- The \$5 admission fee for homeschool visitors is honored daily during the time that most public schools are in session during Shelburne Museum's 2026 season: from Monday, May 11 to Friday, June 19 and from Monday, August 31 to Friday, October 23. 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. For Passport to Learning participants, please do your best to wait until after orientation to allow students to use the restrooms; doing so helps create an efficient arrival and orientation process.

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. **In order to protect our fragile collections, Museum staff may ask you to carry your medically-necessary backpack at your side or to wear it on your chest. 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, if available. Museum staff will confirm availability of the Round Barn basement upon arrival.

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 attending.
- Please share the applicable [Passport to Learning Chaperone Guide](#) or [Self-Guided Visit Chaperone Guide](#) with all parent/guardian chaperones attending. For Passport to Learning participants, we recommend no more than a 1:10 chaperone-to-student ratio, as larger numbers of chaperones create logistical challenges.
- 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. For Passport to Learning, group sizes of anywhere from 5-10 students (with a few adults for each group) works better than separate groups of 2-3 students (each with an adult). For Self-Guided visits, very small groups can work well, and 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](#).

Please Plan To Bring

- Please bring pencils 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. **Pencils will be needed for Passport to Learning**, and they can be helpful for Self-Guided visits, as well.
- 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.4.
- For Passport to Learning, it can be helpful to make and bring name tags for students to wear during the visit.
- Confirm your final attendance numbers (# of students, # of teachers/staff, # of parent chaperones) and be ready to share them with Museum staff when you arrive. It is helpful to us if you can share the number of adults in two separate categories: teachers/staff and parent chaperones.
- Bus drivers are welcome to visit the Museum free of charge! Just be sure to include them in your count of teachers/staff.

After your visit you may:

- Complete our feedback survey. This will be sent via email after your visit.
- Share student learning with Shelburne Museum! We love receiving artwork/cards/writing from students about their visit. You may mail any student creations you would like to share to:



Shelburne Museum, c/o Education, PO Box 10, Shelburne, VT 05482

- Encourage students to visit Shelburne Museum again and share their learning with their families! **Passport to Learning participants can present their Passport books at the Museum Store to receive free admission for one family** (up to 2 adults and 2 children ages 5-17 from the same household; children under 5 are always free). Redeemable for one visit between May 15 and October 25, 2026.

FAQ

How long should we plan to visit the Museum?

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, so that we can offer your spot to a school on our waiting list. 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. 10 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. 10 for more information on accommodation for visitors with mobility limitations.

Can we ride the Carousel?

Absolutely! Please be aware that it may close for a brief lunch break during your visit, 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.

We are coming for a Passport to Learning visit. Will I need to print Passport books and maps before I arrive?

You do not need to print your own Passport books or maps. We will provide your students with Passport books when you arrive. Teachers/chaperones will be given maps. Due to a limited number of Passport books available, we ask that teachers/chaperones look on with their students or view the digital version (QR code will be provided upon arrival). However, some groups do like to print their own maps for students and chaperones to view ahead of time.

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. Please be sure to let your child's teacher know. 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, so we ask that you visit the store in groups of 8 students or fewer. If there are other student groups in the store when you arrive, please wait until they are done before taking your turn to shop. We appreciate your cooperation.

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 Guides

We appreciate you taking the time to share this Field Trip Guide with all teachers and staff who are attending your field trip. We have also developed these shorter guides specific to parent/guardian chaperones. Please share the applicable guide with all parent/guardian chaperones who will be attending. Thank you for your support in ensuring everyone has the information they need for a successful visit!

- [Passport to Learning Chaperone Guide](#)
- [Self-Guided Visit Chaperone Guide](#)

Museum Manners

[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 these bags are needed to carry EpiPens or other medications/medical devices. In order to protect our fragile collections, Museum staff may ask you to carry your medically-necessary backpack at your side or to wear it on your chest.*
- 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.
- As you explore the *Ticonderoga*, please walk and move carefully. Watch for steep stairs, high places, tight spaces, and areas where you could bump your head. Taking your time helps keep everyone safe.
- Use a quiet, inside voice (no louder than a "Level 2" voice) in exhibition buildings.
- Stay with your group!

Passport to Learning - Guided Program

If you are participating in Passport to Learning, please review our [Passport to Learning Program and Workshop Guide](#) for more details on visit logistics, workshop descriptions, and more.



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 Guide](#). You may reach out to Sara Wolfson, School and Youth Programs Educator at education@shelburnemuseum.org or 802-985-0922 with questions and for help with planning your visit.

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 including a Physical Accessibility Guide and a Social Narrative Guide for School Visits, at Shelburne Museum can be found on our [Accessibility webpage](#).

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

Educational Resources

Please visit our [Educational Resources](#) webpage for resources to support your visit and extend your learning.