



## Unfield Trip Frequently Asked Questions

### **Q: What makes a field trip an Unfield Trip?**

**A:** The Scott Family Amazeum adds a twist to the traditional school visit. We call it the Unfield Trip! The Unfield Trip provides unique resources to empower teachers and inspire learning before, during, and after the visit. In the museum, our skilled educators will spark curiosity, and the discovery will naturally continue back in the classroom. The Amazeum has developed specific elements to enhance the discovery process during an Unfield Trip. The Amazeum welcomes students from all educational settings! We encourage teachers and students from all backgrounds, abilities, schools to join us for an Unfield Trip.

### **Q: How does an Unfield Trip differ from a Group Visit?**

**A:** A school field trip is for public/private school or homeschool students coming to visit as a class/school. School field trips at the Amazeum are called Unfield Trips. The Unfield Trip has elements included in the visit that are not available to a group visit. For example, schools have the opportunity to reserve a Hershey's Lab Workshop, STEAM Studio Workshop, or Amazeum AIR to enhance their visit. Group visits are intended to provide a discount for non-school groups such as YMCA, Boys and Girls Club, 4H, or scout troop for example. Both Unfield Trip and group visits receive the group rate admission. The Unfield Trip elements are not available for group visits. Some schools may also qualify for sponsored admission for their Unfield Trip visit.

### **Q: What grade levels can come on an Unfield Trip?**

**A:** The Amazeum exhibit galleries will most appeal to kindergarten through 4th grade students. Younger and older students are welcome to attend.

## **MAKING RESERVATIONS**

### **Q: Do I need a reservation to receive the discounted rate?**

**A:** Yes. In order to receive the discounted group rate and full Unfield Trip experience, a reservation must be made at least two weeks in advance of your school's visit date.

### **Q: How do I make my Unfield Trip reservation?**

**A:** You can make an Unfield Trip reservation by calling 479-268-4542, Monday through Friday, 8:00 am - 4:00 pm. Or email our Reservation Specialist at [reservations@amazeum.org](mailto:reservations@amazeum.org). Your reservation is NOT complete until an Amazeum representative emails you a confirmation letter.

### **Q: How many people constitute a group?**

**A:** We require 20 or more paying people to qualify for an Unfield Trip group rate.

### **Q: Is there a limit to how many people I can bring in my group?**

**A:** In order to maintain a positive discovery environment, the Amazeum limits the number of adults and students reserving during the same time span. This will allow both our general admission guests and Unfield Trip students to have full access to the exhibit galleries. As long as your group total doesn't exceed the capacity for that particular day, you are welcome to bring larger groups.

## Unfield Trip Visits

### Frequently Asked Questions

**Q: How many adult chaperones are required?**

**A:** We require that Unfield Trips have a ratio of 1 adult per 10 children 6 years and older (1st grade and up); and 1 adult per 5 children under 6 years (kindergarten and younger). Adult chaperones are required to be 18 years and older. Adult chaperones can be parents or school staff members such as teachers.

**Q: What is the discounted Unfield Trip group rate?**

**A:** Groups of 20 or more paying guests receive a discounted admission rate of \$6 per person (sales tax inclusive). Children under 2 years old are free.

**Q: How do I qualify for sponsored admission?**

**A:** The Walmart Foundation has generously funded the Unfield Trip program for students in Benton and Washington counties during the 2018-2019 schoolyear. This funding covers the cost of Unfield Trip admission fees for students attending public, private, charter, parochial, Montessori, virtual schools, preschools, or homeschool students in these counties. When you reserve your Unfield Trip visit, be sure to mention that your school is located in Benton or Washington County. Funding is limited and is allotted on a first come, first served basis.

**Q: Are adults attending the Unfield Trip required to pay? Do teachers have to pay admission?**

**A:** The required chaperones (see required ratios above) will receive complimentary admission. All other adults in the group will be charged the discounted rate or may use their Amazeum family membership card. Adults in the group can be parents or school staff members, such as teachers. For example, a school bringing 30 students should also bring 3 adults. These required 3 adults (which could be a teacher and 2 parents) will receive free admission. More adults are welcome to attend but they will be charged the Unfield Trip group rate admission. In order for the additional chaperones to receive the discounted rate, schools should collect this money in advance in order to make one transaction upon arrival. If additional chaperones plan to separately from the school transaction, they will be charged regular admission rate.

**Q: Do bus drivers have to pay admission?**

**A:** Bus drivers receive complimentary admission in addition to a voucher for a beverage from the Zing Cafe.

**Q: May membership benefits be used towards the group admission?**

**A:** In order to create a quick check-in process and to ease other field trip logistics, it is encouraged that all students are included in the Unfield Trip group count. However, adults and families with valid memberships are welcome to check in under their membership by presenting their photo ID and membership card. Children are not eligible to utilize family membership benefits without their adult family member present. If a family is coming together as a part of an Unfield Trip group, then that family can use their membership for admission. They will show their card and check in as members. For example, if the Smith family (dad and two children that are listed on the family membership) are coming with Jones Elementary, they can use their membership. If Jones Elementary has at least 20 other people who are not members, who will pay \$6 per person, they will get the Unfield Trip group rate.

## Unfield Trip Visits

### Frequently Asked Questions

#### **Q: Are there programs or classes I can add on to my Unfield Trip?**

**A:**

Program	<b>Hershey's Lab Workshops</b>	<b>Amazeum AIR</b>	<b>STEAM Studio Workshop</b>
Description	A private Hershey's Lab workshop uses Hershey's products to explore various scientific principles. Hands-on explorations give students a STEAM (science, technology, engineering, arts and math) experience that is unique to the Amazeum.	Amazeum AIR is for students to dive deeper into a few galleries by inciting <b>amazement</b> with the exhibits, <b>investigating</b> discoveries with a digital tablet, and <b>relating</b> the experience back to learning.	This session is designed to provide a variety of STEAM (science, technology, engineering, art and math) focused activities for students and adults to explore together. The studio environment is built to support inquiry-based learning guided by an Amazeum educator.
Ages	6 years old and up	8 years old and up	4 and 5 year olds
Cost	\$60 per session	Free reservation	\$60 per session
Number of students	30 students and 6 adults	Up to 20 tablets available	20 students and 4 adults
Timing	45 minutes long	Duration of Unfield Trip	40 minutes, only Thursday morning times available
More information	<a href="#">Hershey's Lab FAQs</a>	<a href="#">Amazeum AIR FAQs</a>	<a href="#">STEAM Studio FAQs</a>

Please reserve your Hershey's Lab Workshop, Amazeum AIR, or STEAM Studio Workshop with the reservation specialist at the time that you schedule your Unfield Trip.

#### **Q: When is final payment due?**

**A:** We do not require a deposit for your Unfield Trip visit. Payment is expected in full upon arrival. The total amount due is based upon your final attendance number on the day of your visit. Please have a final count of students and adults when making your payment. All payment, including additional chaperone payment and Hershey's Lab workshop fees if applicable, should be gathered prior to arriving so that one transaction can be made upon arrival.

#### **Q: How do we make payments?**

**A:** We accept the following forms of payment: credit card, cash, check, or purchase order. We require one payment be made for the entire group (including additional chaperones). The discounted rate does not apply for individual payments made separately from the school payment. If additional chaperones pay separately from the school payment, the regular admission rate will apply.

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Scott Family Amazeum Unfield Trips made possible by grant from the Walmart Foundation.

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## Unfield Trip Visits

### Frequently Asked Questions

**Q: What if I need to make changes to my reservation?**

**A:** You may make any necessary changes to your reservation by calling 479-268-4542, Monday through Friday, 8:00 am - 4:00 pm or emailing our Reservation Specialist at [reservations@amazeum.org](mailto:reservations@amazeum.org). If you need to make changes the day of your visit, you can do so when you check in at the admissions kiosk. You will be asked for a final count of adults and students.

**Q: Will I receive a confirmation for my group visit reservation?**

**A:** An Amazeum representative will contact you to confirm your visit. After you make the reservation, you will receive an email confirmation.

**Q: What if my group has to cancel due to inclement weather?**

**A:** The group leader should call 479-696-9280, to notify Amazeum staff of any delays, cancellations or the need to reschedule your Unfield Trip visit. Press 9 in order to skip the greeting to speak with an Amazeum team member.

**Q: What if I need to cancel my Unfield Trip visit?**

**A:** If you cannot make your reserved date, please cancel at least 14 days in advance. Submit cancellations to our Reservation Specialist via phone at 479-268-4542 or email. Please include your contact information, organization name, and the date of group visit you are canceling. If you cancel within 14 days of your visit, the Amazeum reserves the right to charge a \$25 cancellation fee. No call/no shows may be unable to reschedule with Amazeum for a full year.

**Q: Is it okay if a parent chaperone brings a sibling of the student attending the field trip?**

**A:** In order to provide the best student experience possible, we suggest that siblings (younger or older) do not attend the Unfield Trip with the student and parent chaperone.

### PREPARING FOR YOUR VISIT

**Q: What resources are available to help me prepare for my Unfield Trip?**

**A:** The Amazeum website features a section of educational resources created to help you prepare for your Unfield Trip. The resources are grouped into grade levels (PreK, K-1, 2-3, 4-6, and 7&up) and include a parent letter, map of the Amazeum, pre- and post- activities, connections to learning standards, and grade level guides. We are always working on more ways to connect Unfield Trips to the classroom!

### ON THE DAY OF YOUR VISIT

**Q: Where should we park?**

**A:** If your group is traveling by car or van, you are welcome to park in our lot. Buses and oversized vehicles should park at Orchards Park located across the street at 1100 NE John Deshields Blvd., after dropping off students curbside on the north side of the building.

## Unfield Trip Visits

### Frequently Asked Questions

#### **Q: When should we arrive?**

**A:** Schools may schedule arrival times during normal Amazeum operating days and hours. Limited early admission beginning at 9:00am will be available to schools on Wednesdays, Thursdays and Fridays. Please arrive 10-15 minutes prior to your planned arrival time to allow time for check in, payment, and orientation.

#### **Q: What happens when we arrive?**

**A:** Upon arrival, an Amazeum team member will greet you curbside. Please hold students on the bus until the Amazeum team member has given further directions. Only the chaperones will come off the bus for a quick orientation to explain the 4 key points, discuss the agenda, and designate chaperones to share the 4 key points with students on the bus. Students will then unload and get into chaperone groups before starting the Unfield Trip experience.

#### **Q: What are the 4 Key Points?**

**A:** The 4 Key Points are the Amazeum's Unfield Trip guidelines. They will be shared with adults and students during the Unfield Trip orientation.

1. **Stay Together, Play Together:** Chaperones must supervise their groups at all times.
2. **Gentle Touch:** Use a gentle touch on exhibits and share with other guests.
3. **Look For Us:** Please ask Amazeum team members to help deepen your experience. This is not a guided tour. You are free to move at your own pace.
4. **Certain Areas Are Unavailable:** The Hershey's Lab Workshop is only available with a reservation before your Unfield Trip, there are clearly marked toddler areas, and the 3M Tinkering Hub is available for 2<sup>nd</sup> grade and older.

#### **Q: How long should we plan to stay?**

**A:** You will reserve a specific time for your Unfield Trip. We recommend 2 hours. If you plan to bring lunches or reserve the Hershey's Lab Workshop, we will add time to make sure that you have approximately 2 hours to spend on the exhibit galleries.

#### **Q: What are our lunch options?**

**A:** Your school is welcome to bring bagged lunches to enjoy in the outdoor lawn area. If you are bringing bagged lunches, pack lunches in a large box or cooler labeled with your school's name. Moveable bins are available during check in to help you transport lunches to a storage location inside the museum.

The Amazeum has **no indoor area** available for groups or schools to reserve and eat lunch. If the weather is nice, Unfield Trip groups are welcome to eat on the outdoor lawn space for a picnic-style lunch or at our outdoor covered pavilion area. The covered pavilion includes some seating, trash cans, drinking fountain, and restrooms. We recommend bringing blankets to sit on as we can't guarantee seating in the pavilion will be available. In the event of inclement weather, indoor options will not be available. Groups can also consider eating at nearby Orchards Park. The Amazeum requests that schools do not arrange food delivery, such as pizza, to the museum.

## **Unfield Trip Visits**

### **Frequently Asked Questions**

#### **Q: What do we do when we are ready to leave?**

**A:** Please allow enough time to gather your belongings and take a bathroom break before your departure. You will be assigned a meeting place for departure during your orientation. An Amazeum team member will lead you from your meeting place through the lobby to your buses. Please have your vehicle pick you up where you were dropped off.

#### **MUSEUM EXHIBITS AND AREAS**

##### **Q: Which exhibits should we visit?**

**A:** There is a lot to see and do at the Amazeum. This may mean everyone in your group might not be able to see and do everything during this one visit. Amazeum team and volunteers are stationed throughout the museum to help you get the most out of your experience.

- The Emerging Explorers areas are reserved for our youngest visitors, under 2 years old.
- The Tinkering Hub is limited to guests in 2<sup>nd</sup> grade and up.
- The Hershey's Lab is only available by advanced registration.

##### **Q: Will students get wet in Water Amazements?**

**A:** Yes! If your group is planning on visiting Nature Valley Water Amazements you will get wet. A towel, in addition to a change of clothes and/or shoes, is encouraged. There is a family restroom available at Water Amazements for changing.

##### **Q: Is it acceptable for students to shop in the museum store?**

**A:** Yes! If your students are interested in visiting the museum store, Curiosity Corner, please be sure an adult accompanies students at all times while shopping. The Curiosity Corner will be open during your Unfield Trip if you want your students to spend time shopping. Shopping usually takes a group of 10 students around 30 minutes. It is up to you, if you want your students to bring money, take time in the store, and carry purchases. We recommend that students bring only a few dollars and visit the store with their chaperone groups throughout the trip. If the whole group tries to shop at once, you will run out of time.