



Before

1. Schedule your Unfield Trip with our reservation specialist at reservations@amazeum.org. You can reserve a Hershey's Lab Workshop at this time and decide if you want to bring lunches. Receive your **confirmation letter**.
2. Schedule **transportation**.
3. Review resources:
 - Use **Pre-Visit Activities** in your classroom
 - **Watch** the Unfield Trip video
 - Share the **4 key points** with students and chaperones
4. Connect with parents using the [Amazeum Parent Letter](#).
5. Organize students in **chaperone groups** (1:5 for K, 1:10 for 1st) with the Grouping Planner. [Kindergarten](#) Planner. [1st Grade](#) Planner.
6. Identify a lead teacher for your Unfield Trip: upon arrival, the Amazeum will need a **head count** of total adults (minus members), a **head count** of total students, and any payment for students and adults in **one transaction**.

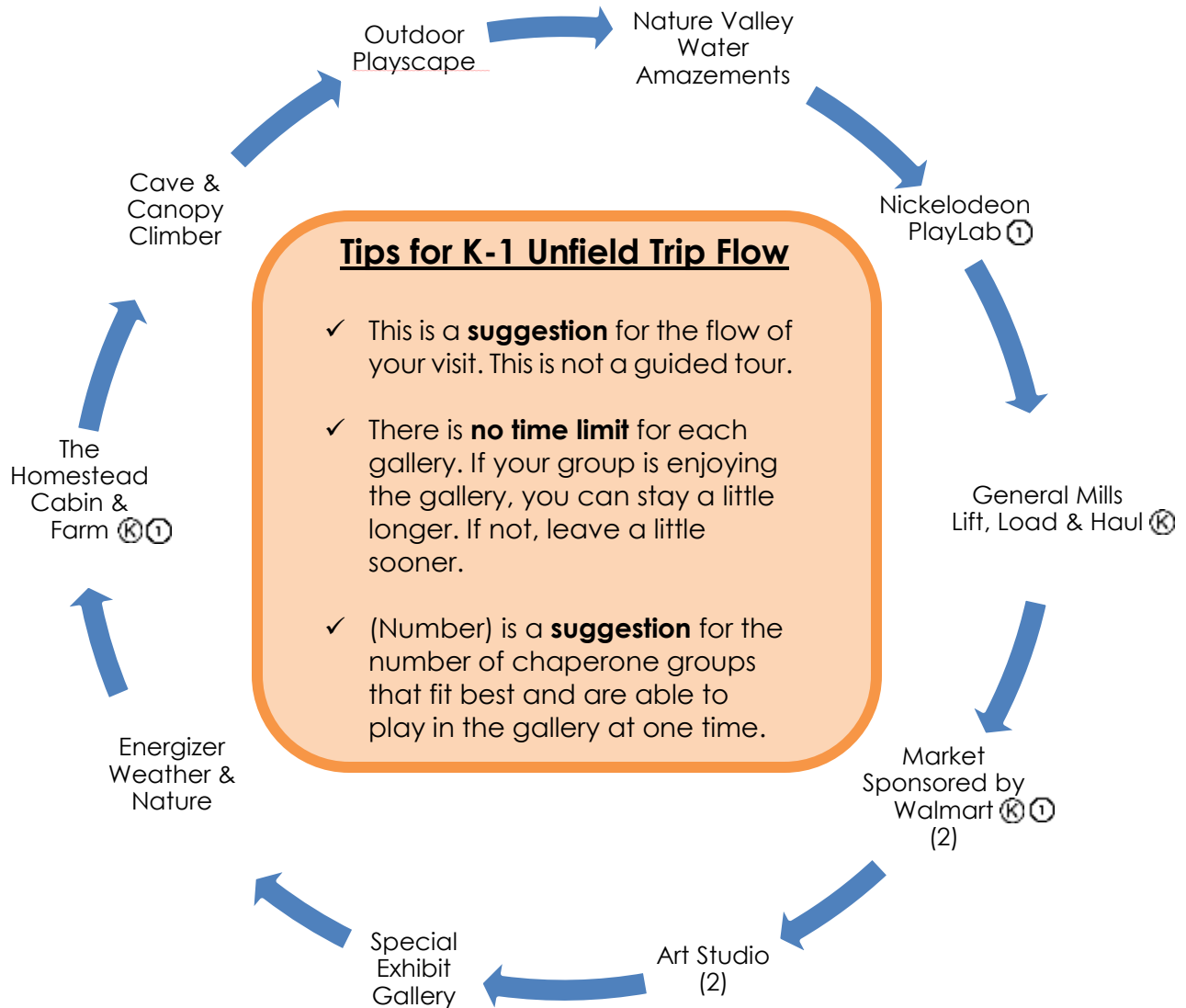
Arrival

1. Park your bus on the **north side** of the Amazeum.
2. **Stay on the bus**; an Amazeum team member will greet you. The students will stay on the bus while the adults have orientation. (A few adults can stay on the bus).
3. Chaperone Orientation: an Amazeum team member will explain the **4 key points**, discuss the agenda, and designate chaperones to share the 4 key points with students on the bus.
4. The lead teacher will **check-in** with the headcounts and payment.
5. Students will hear the 4 key points on the bus from a chaperone and **get into chaperone groups outside** (weather dependent).
6. The Amazeum team will direct you inside to begin your Unfield trip!

During

4 key points

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 unavailable for your age group.



Don't miss these galleries! Check out this [KWLS](#) and [Vocabulary Activity](#)!

Ⓚ Kindergarten

① First Grade

_____ Departure _____

1. Communicate your **departure time** to your bus drivers.
2. Meet at assigned departure site.
3. An Amazeum team member will lead you out through the lobby to your buses.

_____ After _____

1. Use the [Post-Visit Activities](#) in your classroom; lead a discussion about the trip.
2. Postcard reflections: The Amazeum will mail you **postcards** to reflect on your Unfield Trip, and you can send them back to us!