



## 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 and virtually, 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, and schools to join us for an Unfield Trip.

### **Q: Will capacity be limited during an Unfield Trip?**

**A:** We have a capacity for how many Unfield Trips can be reserved at a given time frame in order for our Unfield Trip guests to explore comfortably. This means your number one preferred time slot and date cannot be guaranteed.

### **Q: Are there still virtual Unfield Trip options available?**

**A:** Yes! Check out the virtual Unfield Trip section of the Amazeum [website](#).

## **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:** The first step in reserving an Unfield Trip is to fill out this [Unfield Trip Interest Form](#) to request an Unfield Trip reservation. This form is **NOT** a reservation. An Amazeum team member will contact you within 2 business days via email to finalize your reservation. If you do not receive an email after 2 business days of

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submitting this form, check your spam folder, or email [reservations@amazeum.org](mailto:reservations@amazeum.org).

You can also make an Unfield Trip reservation by calling 479-696-9280 opt. 5. or email [reservations@amazeum.org](mailto:reservations@amazeum.org). An Amazeum team member will contact you within 2 business days. 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.

#### **Q: How many adults 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: 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 2022-2023 school year. 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.

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

**A:** You may make any necessary changes to your reservation by calling 479-696-9280 opt. 5 or emailing [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 upon arrival.

#### **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 0 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 via phone at 479-696-9280 opt. 5 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.

## MAKING PAYMENTS

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

**A:** The required adult chaperones (see 5<sup>th</sup> Q&A for ratios under Making Reservations) will receive complimentary admission. Adult chaperones in the group can be parents or school staff members, such as teachers. For **example**, a school bringing 30 1st grade or older students should also bring 3 adult chaperones. These required 3 adult chaperones (which could be a teacher and

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2 parents) will receive complimentary admission. Additional chaperone adults (who are not in the required count) will need to pay separately.

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

**A:** Groups of 20 or more paying guests receive a discounted admission rate of \$7 per person (sales tax inclusive). Children under 2 years old are free, however to maintain the Unfield Trip experience for the students, it is best that siblings and additional adults do not attend a Unfield Trip.

#### **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.

#### **Q: When is the 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 an itemized final count of students and adults when making your payment. All payment should be gathered prior to arriving so that one transaction can be made upon arrival.

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

**A:** In order for the best possible Unfield Trip experience for the students and teachers, we ask that siblings do not attend the Unfield Trip.

### **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 that take up more than one parking space 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.

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

**A:** Schools may schedule arrival times during normal Amazeum operating days and hours (10:00am-5:00pm on Mondays, 9:00am-5pm Wednesdays-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 adults to share the 4 key points with students on the bus. Students will then unload and get into 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 adult chaperones and students during the Unfield Trip orientation.

1. **Stay Together, Play Together:** Adult chaperones must supervise their groups at all times and are responsible for their group of students.
2. **Gentle Touch:** Use a gentle touch on exhibits and share with other guests. There are hand sanitizers placed all throughout the museum and places to wash your hands as you go.
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 is only available through a reservation, otherwise it is only for use by general admission. There are clearly marked early learner spaces that are only for families to use.

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

**A:** Reservations are recommended for 2 hours.

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

**A:** At this time, we are requesting that schools enjoy their lunch **before** or **after** their visit. An exception may be allowed for groups with 30 or less individuals. Please note that the Amazeum does not have a cafe or indoor eating areas.

We recommend going to Orchard Park or Memorial Park nearby. The pavilions **must** be reserved ahead of time and only allow for a maximum of 99 people.

Please use the links below to see availability or call Bentonville Parks and Recreation at 479-464-7275.

[Memorial Park Pavillion](#)

[Orchard Park Pavillion](#)

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

**A:** Near the end of your scheduled Unfield Trip time, please gather your students at the designated line up area. We ask that the lobby and main hallway are **not** used as grouping or meeting areas so that we can keep those areas clear for walking.

## 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. You can find Discover Virtual Unfield Trip resources on our website as well. We are always working on more ways to connect Unfield Trips to the classroom!

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#### **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 members are stationed throughout the museum to help you get the most out of your experience.

- The Emerging Explorers areas (including Studio Grow) are reserved for our youngest visitors, under 2 years old.
- The Tinkering Hub is recommended for guests in 2<sup>nd</sup> grade and up.

##### **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.