

CHAPERONE GUIDE



JOHN B. MAHAFFEE MUSEUM COMPLEX
Fort Leonard Wood, MO 65436

WELCOME!

Thank you for volunteering to be a chaperone on your school's visit to the John B. Mahaffee Museum Complex. Being a chaperone is a great way to enjoy your visit and it is also an important responsibility. Involved, active chaperones are crucial to the success of your visit. They assist with focusing students' attention and helping students meet the expectations of proper behavior in the John B. Mahaffee Museum Complex. Chaperones should remain with the students during your entire visit. This guide explains the Museum's school visit policies and procedures, and provides hints on how to make your visit run smoothly.

chaperone (shap'er on) *n.* a person responsible for a group of young visitors during a visit to the Museum. Chaperones help students explore the Museum's exhibits and help create a successful visit for the entire group.

Being a Chaperone

- Please ensure that you and your group of students (5 students or less per chaperone) stay together during your time in the Museum.
- Chaperones are responsible for the proper behavior of their groups and keeping track of each student in their group.

Helpful Hints for Chaperones

- Learn the names and faces of the students in your group and make sure they know your name.
- Talk to the teacher so you know which exhibits and the experiences the teacher wishes the students to have during their visit.
- List the names of the students in your group on the back of this guide.
- Study the Museum map and be aware of your group's schedule.
- Make sure you know the time and place to meet for lunch and departure.
- Keep your group in one exhibit area at a time
- If you have questions, ask a Museum staff person for help.
- Follow all instructions provided by Museum staff.

Student Responsibilities and Expectations

- Students must stay with their chaperone at all times while in the Museum.
- **Maximum 5 students per chaperone.**
- Respect other students, visitors, Museum staff, and Museum property.
- Some things in the Museum can be touched. Signs, staff members, or volunteers will let you know when it's OK to touch.
- Please do not run, eat, chew gum, use loud voices, push, fight, or throw things.
- Have fun!

Behavior

In the instance of disruptive behavior:

- Teacher and/or chaperone must resolve the situation.
- If the behavior persists, or in some situations the Museum reserves the right to ask the student(s) to leave the Museum.

In an Emergency

Contact any staff member or volunteer.

Lost and Found

There is no official Lost and Found. Contact any staff member or volunteer.

Lost Children

If you lose track of a student or find an unattended one, please inform a staff member or volunteer immediately.

Remember you are visiting a Museum. Artifacts and exhibits are fragile! Please keep your group from touching the displays.

Group Name/Teacher

Students in your group

1. _____

Lunch time _____

2. _____

Location _____

3. _____

Departure time _____

4. _____

Location _____

5. _____

Bus number _____