

Summer Program Request Form

Guidelines

Preparing to Visit

- GHM's Summer Program is available beginning at 9:30AM Tuesdays through Fridays throughout June and July. The Museum is able to accommodate up to 50 students per visit.
- Prepare students for their visit by emphasizing appropriate behavior and introducing applicable curriculum.
- Provide students with name tags before they arrive.
- The museum cannot provide space for visitors to eat inside. Groups may eat in Richardson Park (behind the museum), Festival Park, Center City Park, Fisher Park (for groups of 20 or less), or on their bus during cold/inclement weather.
- For groups unable to visit the Museum Shop *after* their program, goodie bags are available for purchase. If you would like to purchase goodie bags, contact education staff at least five business days before your visit. Checks should be made payable to the "Greensboro Historical Museum," and will be collected on the day of your visit.

Organizing Groups

- Bring one chaperone for every 10 children. All chaperones must be at least 18 years of age. The museum reserves the right to alter or cancel scheduled programs in the event of low teacher/chaperone turnout.
- *Prior to arriving, organize your students into the requested number of groups/stations (depending on the number of stations). The museum's tour coordinator should let you know during confirmation how your students should be organized.*
- If busing to the museum, organize students on the bus by groups to allow for easier transition upon arrival.

Cancellation

- For the benefit of our volunteers, we require that groups cancel tours at least 24 hours before the scheduled visit. To cancel a tour, please call 336-373-2971 and leave your name, phone number, and a detailed message.

Arrival

- *Please arrive at the main entrance on East Lindsay Street 10 minutes before your scheduled visit to facilitate your entrance into the museum.*
- If your group is running more than 15 minutes late, please call 336-373-297 to notify education staff of your situation. We reserve the right to cancel programs for groups arriving more than 30 minutes late.

- Depending on availability, up to two buses may park in front of the Museum. Buses may not park in the fire lane. Smaller vehicles may park in the Museum's free public parking behind the building and across East Lindsay Street.
- Teachers/chaperones should lead students off the bus in their groups, and arrange groups into distinct lines on the museum's front plaza. Students will be led into the museum auditorium and seated in rows by their groups.

During Your Visit

- *GHM's Summer Program is made possible by volunteers. An unexpected shortage of volunteers on the day of your visit requires Field Trips to be altered, or turned into a self-guided visit. If at anytime, including the day of the Field Trip, we become aware that the visit will be affected by a shortage of volunteers, education staff will inform and help adjust the group's visit.*
 - Teachers/Chaperones are expected to escort students throughout the museum *at all times*, keep their groups together and on task. The downstairs restrooms accommodate a maximum of four male and four female students at one time. Chaperones are expected to supervise students' behavior in the restrooms.
 - The museum reserves the right to amend or cancel programs in case of student misbehavior.
 - At the end of the program, student groups will return to the auditorium to wait for the entire group to gather before leaving. During this time, students may visit the Museum Shop. Due to space constraints and safety, students must remain with their chaperone and assigned group while visiting the museum shop and exiting the Museum.
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How to Submit Your Summer Program Request

1. Submit one completed request email (to GHMeducation@greensboro-nc.gov) for each day you would like to participate in the Summer Program. *Submitting a request does not guarantee a tour is booked.*
2. Once the request is processed, you will receive an email asking you to confirm and/or correct the details of your requested visit.
3. Confirm the visit details by replying via email, with "Summer Program Request Confirmation" in the subject line. **THE REPLY EMAIL WILL SERVE AS YOUR VISIT RESERVATION.** We cannot book your visit unless we receive this reply email at least two weeks before your requested visit.
4. Keep all emails in your records for future reference. Thank you!

Complete the required information below, and email information to:

GHMeducation@greensboro-nc.gov

I request the date of:

Total number of students (50 maximum):

Grade(s):

Number of Teachers / Chaperones (**at least one per every 10 students**):

Special considerations (Students in wheelchairs or with special needs, etc.):

Start Time: 9:30 AM

The approximate length of our visit will be: 2

Finish Time: 11:30 AM

Contact Person:

Title/Role:

Work Phone & Extension:

Cell:

Email:

Is this your first trip to the museum?

Second Contact Person (if applicable):

Title/Role:

Work Phone & Extension:

Cell:

Email:

Is this your first trip to the museum?

Group Name/Organization:

Address:

City, State, Zip:

County: