



## FIELD TRIP PROCEDURES

### Field Trip Preparation

- Please make copies of the pre field trip activities to provide **familiarity with the terminology and the concepts** students will be using at the museum. See website, on the tab of the educational program you have booked: [channelislandsmaritimemuseum.org](http://channelislandsmaritimemuseum.org)
- Each student will need to arrive with a name tag, worn visibly with their first name **PRINTED LEGIBLY** in **LARGE** letters for docents to see when interacting.
- Please have students in groups, evenly divided between girls and boys, per your confirmation letter.
- Please prepare students by going over the Behavior Expectations and Museum Rules.
- Please let your students know that there is a Museum gift shop, so they may bring money along for purchases.

### Behavior Expectations and Museum Rules

Please review the Museum's Behavior Expectations with both students and chaperones:

- Students and their assigned chaperone will stay together as a group at all times.
- Students must be courteous and listen to museum docents, who are their volunteer teachers for the time that they are in the museum.
- Students must be courteous and respectful of other museum visitors.
- Students must treat the Museum exhibits and building with care.
- Art work in the museum is precious and valuable, some pieces being over 400 years old. Please remind students that they may look and enjoy, and even point, but *not touch!*
- Students and adults must keep food, drinks, and gum outside the Museum.
- Please encourage students to have a snack on the bus before starting their tour.
- Students must put away all cell phones or any other electronic devices.
- Students will need to leave their backpacks on the bus or in a designated area in the museum. They will be given a clipboard and pencil to use in the museum for their activities and a folder to bring their papers back to school or home.

### Preparing Chaperones

- Please review all of this information with adult chaperones and let them know that the volunteers at the museum are counting on their support and participation.
- Provide chaperones with suggestions and procedures for managing student behavior.
- Provide each chaperone with a list of students for whom they are responsible and introduce the students to the chaperones before arriving at the museum.
- Chaperones are expected to stay with their group at all times and accompany students in the gift shop and the restrooms.
- No cell phones, please, unless emergency.

## **Upon Arrival**

- Students should disembark bus in their groups.
- Let us know if any plans have changed, such as number of students or departure time
- Museum staff will meet buses at the front of the museum.
- Get ready to have some fun and explore everything Maritime!
- Please leave backpacks on the bus if possible.

## **Lunch at the Museum**

- There is seating for approximately 56 students at the tables outside of the museum
- Lunches can be stored in a designated area of the museum. There is no refrigeration.
- Please keep it clean! Inspire your students to care for our oceans by reminding them to clean up after themselves. Please be vigilant about even the smallest bit of trash.

## **Visiting the Museum Store**

- Decide before your visit if you will have time to visit the Museum store.
- Students must be accompanied by a chaperone while shopping, 8 students at a time.
- Let us know if you plan to visit the gift shop so staff will be available for purchases.

## **Driving to the Channel Islands Maritime Museum:**

- **IT IS VERY IMPORTANT THAT YOU AND YOUR DRIVERS KNOW THAT YOU ARE COMING TO THE CHANNEL ISLANDS HARBOR, NOT CHANNEL ISLANDS VISITOR CENTER IN THE VENTURA HARBOR.**
- If a problem develops on the way here, (traffic, late arrival, etc.) please call (805) 984-6260. *THANK YOU!*

## **DIRECTIONS TO Channel Islands Maritime Museum**

3900 Bluefin Circle in **Oxnard, CA** 984-6260

- From the 101 Freeway, **Take the Victoria Ave Exit, and head South**
- South on Victoria **ALL THE WAY TO Channel Islands Blvd**
- Right on W Channel Islands Blvd to Harbor Blvd
- Left on S Harbor Blvd to Bluefin Circle
- Left on Bluefin Circle into Museum parking lot.
- Buses may park in the parking lot.

## **Post Field Trip**

- Please complete the Teacher Evaluation form and leave it at the front desk or FAX, mail or e-mail it back to us. Your feedback is very important to us to improve the quality of the museum experience for all students. Thank you!

**Channel Islands Maritime Museum**  
3900 Bluefin Circle, Oxnard, CA 93035  
PHONE 805-984-6260 FAX 805-984-5970  
**Post MUSEUM EXPERIENCE Teacher/Parent Evaluation**

School \_\_\_\_\_ Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Date of Visit \_\_\_\_\_

Help us improve our education program. Please complete this evaluation of your field trip and either mail or FAX or e-mail it to us at [curriculum@cimmvc.org](mailto:curriculum@cimmvc.org). THANK YOU!

***Please note: If your class participated in the combination museum/floating lab field trip, please limit your answers below to your feedback on the portion of your day spend in the museum only.***

1. Student Engagement and Participation

Least [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] Best

Any recommendations for improvement?

\_\_\_\_\_

2. Were the activities and information appropriate for your grade level?

Least [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] Best

3. If not, what changes would you recommend?

\_\_\_\_\_

4. What part of the **museum** experience was most effective for your students? Why?

\_\_\_\_\_

5. Were the pre field trip materials provided useful for you and your students in preparing for the **museum** portion of this field trip? Did you receive your teacher resource packet on time?

\_\_\_\_\_

7. What other pre/post trip resources would be helpful?

\_\_\_\_\_

8. Would you recommend this field trip to a fellow teacher? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, why not? \_\_\_\_\_

9. Other comments? \_\_\_\_\_