Prepare for your field trip to the Petersen!

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School Tour Planning Checklist
Visit checklist once reservation is confirmed.

Before Your Visit

- Collect permission slips.
- Review/implement pre-visit curriculum (when available).
- Thoroughly review the Petersen “Field Trip Helper” (this document).
- Discuss the visit and activities with the chaperones.
- Distribute the “Teacher and Chaperone Responsibilities” and “Student Conduct” documents and reinforce the points in them. During your visit, students must remain with their chaperones at all times and it is the chaperones’ responsibility to maintain orderly student behavior.
- Make a master list of chaperones and students and divide students into three equally sized groups no larger than 25. The list should clearly state which chaperone is assigned to which group of students.
- Name tags with the child’s first name and the name of the school/organization are strongly encouraged and are very helpful for museum docents.
- Decide on plans for lunch. The Petersen does not currently offer a boxed lunch option and does not have an interior or exterior space where groups can eat their lunches. Hancock Park, home of the La Brea Tar Pits located at Curson Ave and Wilshire Blvd., has picnic tables and open grassy spaces to eat lunch at. The Museum recommends schools bring their own trash bags and dispose of the trash once back at school.
- Tours that are scheduled at 10:00 am will depart at the conclusion of the tour (around 11:30 am) unless they request an extended visit; they should plan to have lunch after the tour.
- Tours that are scheduled at 11:30 am should plan on having lunch or a snack prior to arriving at the Museum.

Accessibility
The Petersen recognizes the diversity of our visitors’ abilities, needs and learning preferences, and we strive to ensure the accessibility of the museum and its collections. For questions about accessibility or to arrange accommodations for your students, please contact schooltours@petersen.org or 323-964-6317.
Cancellation and No-Show Policies

If you need to cancel your reservation, please call 323-964-6317 or email schooltours@petersen.org as soon as possible so we can give the date to another school. We request at least two weeks’ notice. You may reschedule your visit, if alternate dates are available. The Petersen reserves the right to cancel or reschedule group tours at any time.

Failure to arrive at the scheduled time and no advance cancellation is recorded as a no-show, and may affect your eligibility to book future field trips. No-shows that have received bus funding from the Petersen will not be eligible to receive funding in future years. No-shows prevent us from being able to give the date to another school.
The Day of Your Visit

Before you leave school:

- Time your departure so that you arrive at the museum 15 minutes before your reserved tour time. If a group is 30 minutes late or more, the guided tour is no longer guaranteed and the departure time remains the same.
- Have your students use the restroom at school before departing.
- The group leader should have a final, separate headcount of students and a final, separate headcount of chaperones when checking in at the museum’s Admission Desk.
- Provide at least one chaperone for every ten students.
- Give each chaperone a list of students under his/her responsibility and the schedule for the day.
- The pre-divided groups based on the final headcount should be designated Group 1, Group 2 or Group 3 so that when starting the tour, the assigned museum docent can quickly and easily identify their group.
- Print and bring your reservation confirmation letter with you.
- Give the bus driver maps, directions and your cell phone number.
- There is no bus parking at the Museum. Buses may load and unload students on 8th Street on the south side of the museum (see map on page 10), but will have to park elsewhere in the neighborhood. Make sure you have the cell phone number of your bus driver so that you can call him/her a few minutes before you are ready to leave and he/she can meet you at the designated loading area.
- Parking in the garage for chaperones or teachers who drive individually is available for $12 a day.
- When you are five minutes away from the Petersen, or if you are running late, please contact us at 323-964-6317.

When you arrive at the museum:

- Students and chaperones should walk to the main entrance off of the parking garage and wait outside of the lobby for docents to greet them.
- One designated teacher should go into the museum with the tour confirmation print-out and give an exact headcount of all teachers, chaperones, and students to the Admissions Desk.
- Backpacks and large bags/purses must be left on the bus, with the exception of backpacks containing medical supplies.
- After the orientation, museum docents will escort groups into the building to begin the tour.
- We prefer students and chaperones do not use cell phones during the tour.
- No food or drink (with the exception of water bottles that can be sealed with a lid) is allowed in the Museum. Drinking fountains are located throughout the building.
- Groups must leave their lunches on the bus and we recommend going to Hancock Park, where the La Brea Tar Pits are located, at 5801 Wilshire Blvd. The park is located 1/3-mi east of the Petersen, on the north side of Wilshire at Curson Ave. Designated bus parking is
available on Curson. The park recommends schools bring their own trash bags and dispose of the trash once back at school.

**Taking Students into the Museum Store**
The Petersen Store welcomes students, teachers and chaperones to browse and shop. However, there is a limit on how many students can be in the store at one time. Up to 10 students are allowed to shop in the store when accompanied by a chaperone, adhering to the museum’s 1:10 chaperone requirement. Shopping should be done after your tour is over.

**Suggested Locations for Group Photo Opportunities**
We prefer students, chaperones and teachers refrain from using cell phones or cameras during the tour, as it can be distracting and slow down the experience. However, there are several areas that make for great group photo opportunities. Docents can identify them and assist you.
After Your Visit

- Talk about your experience on the bus back to school or in your class. Encourage your students to share what they learned and how they felt about their visit.
- Implement post-visit curriculum (when available).
- Give us feedback.
  - We may occasionally ask your students to fill out a quick anonymous survey before they leave the museum so we can better understand their field trip experience. If we would like your students to do this, we will notify you in advance.
  - All teachers will be asked to fill out an online post-visit survey that will be emailed within one week of your visit. Teachers who have participated in the Robert E. Petersen Free Bus Program must fill out this survey in order to qualify for funding in future years.
**Teacher & Chaperone Responsibilities**

Copy this checklist for each teacher/chaperone. Distribute and review this with each teacher/chaperone before you arrive at the Petersen.

Adult chaperones are responsible for the behavior of the tour group and should keep active watch over the students to ensure the group complies with all museum policies and codes of conduct. In order to make your visit as pleasant as possible:

- Bring siblings on another day. Siblings can distract you and the other students, making it difficult to focus on your role as a chaperone.
- Learn the name of each student in your group (the teacher should supply you with a list), and make sure the students know your name.
- Make sure you know the schedule for the day: when and where to meet the students, what time you are leaving the museum, what the lunchtime plans are, etc.
- Help ensure that students do not touch any of the exhibits, unless instructed to by the docent.
- Keep your group together at all times.
- Backpacks and large bags/purses must be left on the bus, with the exception of backpacks containing medical supplies.
- Food and beverage are not permitted in the museum galleries, with the exception of water bottles that can be sealed with a lid.
- Cameras are allowed in the museum, but we encourage you and the students to leave phones and cameras in your pockets unless the docent says it is ok to take a photo.
- Up to 10 students are allowed to shop in the museum store when accompanied by a chaperone. Shopping should be done after your tour is over.
- Focus on the children and their learning. Please focus on what is happening during the tour and put your cell phone away.
- You are responsible for the safety and behavior of students assigned to you. You must stay with your students at all times. We reserve the right to remove any individual or group refusing to comply with reasonable standards of behavior and with museum policy.
- Encourage your students to talk about their experiences during and after the visit.
Responsabilidades de Maestros y Chaperones  
Distribuya una copia a cada maestro y chaperón, y favor de revisar las responsabilidades antes de llegar al museo.

Los chaperones adultos son responsables por el comportamiento del grupo. Deben de vigilar a los estudiantes para asegurar que el grupo cumpla con todas las normas y códigos de conducta del museo.

Para asegurar que su visita sea lo más agradable posible:
- Traigan otros miembros de familia algún otro día. Pueden distraer a los estudiantes y a ustedes, haciendo difícil enfocarse en su función como chaperón/a.
- Trate de memorizar los nombres de los estudiantes en su grupo (el/la maestro/a debe proveer una lista), y asegure que los estudiantes aprendan su nombre.
- Asegúrese de que sepa el horario del día:
  - Cuando y donde encontrarse con sus estudiantes
  - Qué hora salen del museo
  - Cuáles son los planes del almuerzo
  - Etc.
- Asegúrese que los estudiantes no toquen las exhibiciones, al menos que su guía les diga que se permita.
- Mantenga el grupo con usted en todo momento.
- Asegure que las mochilas o bolsas/carteras grandes permanezcan en el autobús con la excepción de las mochilas que contienen suministros médicos.
- Alimentos y bebidas no se permiten en las salas del museo, con la excepción de las botellas de agua que puedan ser selladas con una tapa.
- Se permiten cámaras y teléfonos pero se prefiere que usted y sus estudiantes mantengan los aparatos en sus bolsillos al menos que su guía indique que se permite fotografía.
- Se permite entrar hasta 10 estudiantes en la tienda del museo acompañados de un chaperón/a. Las compras se deben hacer después de que su tour allá terminado.
- Enfóquese en los niños y su aprendizaje. Favor de concentrar en lo que está sucediendo durante el tour y guarde su móvil.
- Anime a sus estudiantes a hablar de sus experiencias durante y después de la visita.
- Usted es responsable de la seguridad y el comportamiento de los estudiantes que son asignados a usted. Permanezca con sus estudiantes en todo momento. Nosotros tenemos el derecho de retirar a cualquier individuo o grupo que niegue a cumplir con las medidas de comportamiento y con las normas del museo.
Student Conduct

Please review the following list with your students and chaperones before you leave school:

- Respect and share the museum exhibits with each other and with other visitors.
- Stay with your chaperones at all times.
- Observe with your eyes and not your hands, except in the Cars Mechanical Institute or when your docent tells you that it is ok to touch something. The museum encourages physical interaction with touchscreen tables and monitors, as well as certain exhibits marked with a special hand symbol.
- Be respectful of others, do not run, and use a soft voice.
- Cameras are allowed in the museum, but we encourage students and chaperones to leave phones and cameras in their pockets unless the docent says it is ok to take a photo.

La Conducta de Estudiantes

Favor de revisar esta lista de reglas con sus estudiantes y chaperones antes de llegar al museo:

- Respeten y compartan el museo y las exhibiciones con todos, incluyendo los otros visitantes del museo.
- Permanezcan con sus chaperones en todo momento.
- Observen con sus ojos, no con sus manos. El único espacio en el museo en cual se pueden tocar las exhibiciones es en el Cars Mechanical Institute o cuando su guía les indique que se permite tocar. El museo anima la interacción física con tabletas, monitores, y ciertas exhibiciones que tendrán un símbolo especial de una mano.
- Sean respetuosos con otros, no corran y usen una voz suave cuando hablen.
- Se permiten las cámaras, pero recomendamos que los estudiantes y chaperones dejen sus cámaras y teléfonos en sus bolsillos al menos que su guía indique que se permite fotografía.
PETERSEN AUTOMOTIVE MUSEUM
SCHOOL BUS LOADING MAP

There is no bus parking around the museum. Buses can load and unload but must find parking elsewhere in the area. Be sure to read all posted street signs.

Please share this map with your bus driver.

Museum address:
6060 Wilshire Blvd
Los Angeles, CA 90036
(323) 930-2277
Field Trips Make Curriculum Come Alive!
A Rationale for Visiting Us

Field trips are an important part of creating educational experiences that benefit students of all learning styles and abilities. Research has shown that field trips improve chances for academic success and help students develop skill sets, including critical thinking and problem solving. Here at the Petersen Automotive Museum, your classroom curriculum will be enriched through our hands-on experiences, our inquiry-based tours and our design-based activities that not only turn abstract concepts into real world applications, but also align with California curriculum standards. A field trip at the Petersen can increase students’ technological literacy through our gallery screen content, interactive games and demonstrations. The Petersen offers four tours (grades K-2, grades 3-5, grades 6-8, and grades 9-12) as well as self-guided activities to strengthen your students’ educational experiences.

With a Petersen Automotive Museum field trip, students will:

- Deepen their knowledge of and connection to California curriculum standards in Science (Next Generation Science Standards), Social Science, History, Visual Arts, Technology/Engineering, English Language Arts, and Dance/Creative Movement
- Explore the history of Los Angeles through the lens of the city’s diverse automotive history
- Become curious about technology innovations and car mechanics
- Learn the science behind mechanical processes we take for granted
- Critically engage with the history and environmental and social impacts of the automobile
- Learn how transportation technology affects society and our lives
- Be encouraged to explore historic moments from multiple perspectives
- Describe what cars mean to them and to their communities
- Design investigations to research a scientific problem
- Learn to think like automotive designers and identify and solve design problems
- Become inspired to imagine cars and cities in new ways

This information can help you as an educator demonstrate to your school or district leadership that Petersen field trips are an important part of classroom education and worth including in your academic plan.
Dear Parent:

Your child will soon be visiting Petersen Automotive Museum on a field trip. To help him/her bring the excitement and learning experience home, we are offering you the chance to purchase a pre-packaged Souvenir Bag. The bag is filled with an assortment of Petersen items and cost either $3.00 or $5.00. Sales tax is included in price.

The $3 bag includes a Petersen pencil, three flexible magnets, three postcards, and one Hot Wheels toy (a $6 value). The $5 bag includes one Hot Wheels toy, a Petersen pencil, three flexible magnets, three museum postcards, one Hot Wheels sticker, and one bookmark (a $10 value). To place an order simply fill out this form and return it to your child's teacher with cash payment included in the exact amount.

Child's Name:_________________________________________________________

Teacher’s name:_______________________________________________________

School:________________________________________________________________

Field Trip Date:_________________________________________________________________

Phone:_______________________________________________________________________

_____________ # of Petersen Souvenir Bags at $3 = _______________

_____________ # of Petersen Souvenir Bags at $5 = _______________

GRAND TOTAL DUE TO TEACHER _________________________

If you have any questions, please call the Petersen’s museum store at (323) 964-6328.

Forma Para Ordenar Una Bolsa de Recuerdo

Para ser completado por los padres y de regresar al maestro/a

PETERSEN AUTOMOTIVE MUSEUM
Estimados Padres:

Su niño/a pronto visitará el Museo Petersen de Automóviles. Para traer la emoción y la experiencia del museo de vuelta a su casa, les ofrecemos la oportunidad de comprar una bolsa de recuerdo preenvasada. Las bolsas se llenan con un surtido de artículos del museo, y tienen un precio de $3.00 o $5.00 (el precio incluye el impuesto sobre las ventas).

La bolsa a un precio de $3 incluye un lápiz del Petersen, tres imanes flexibles, tres tarjetas postales del museo, y un juguete Hot Wheels (un valor de $6). La bolsa a un precio de $5 incluye un juguete Hot Wheels, un lápiz del Petersen, tres imanes flexibles, cuatro tarjetas postales del museo, una pegatina de Hot Wheels, y un marcapáginas (un valor de $10). Para ordenar, favor de llenar esta forma y regresarla al maestro/a de su niño/a, incluyendo la cantidad exacta en efectivo.

Nombre de su hijo/a:
_________________________________________________________________

Nombre del maestro/a:
_________________________________________________________________

Nombre de la escuela:
_________________________________________________________________

Fecha del viaje de estudios:
_________________________________________________________________

Teléfono:
_________________________________________________________________

___________# cantidad de bolsas de recuerdo a $3 = _______________ (total)

___________# cantidad de bolsas de recuerdo a $5 = _______________ (total)

GRAN TOTAL DEBIDO AL MAESTRO/A $ _________________________

Si tiene alguna pregunta, favor de contactar la tienda del museo al (323) 964-6328.

Classroom Field Trip Souvenir Bag Order Summary Form
To be completed by the teacher and returned to the museum
The $3 bag contains a Petersen pencil, three flexible magnets, three postcards, and one Hot Wheels toy. The $5 bag contains one Hot Wheels toy, a Petersen pencil, three flexible magnets, four museum postcards, one Hot Wheels sticker, and one bookmark.

Teacher name: _________________________________________________________________

Tour date and time: __________________________________________________________________________

School name: ___________________________________________________________________________

Phone: ________________________ Email: __________________________________________

<table>
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<tr>
<th>PRICE QUANTITY TOTAL</th>
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<tbody>
<tr>
<td># of Petersen Souvenir Bags at $3</td>
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GRAND TOTAL DUE TO MUSEUM STORE (tax included) __________________________

Payment must be made in one lump sum via cash or credit card. No checks please.

This form can be remitted via email, fax or mail to:

Education Department
Petersen Automotive Museum
6060 Wilshire Blvd, Los Angeles, CA 90036
schooltours@petersen.org
Phone: (323) 964-6317
Fax: (323) 964-6422

Teacher Instructions: Once your students return their order forms to you, please completely fill out this Classroom Order Summary Form with the total number of souvenir bags needed for your class. Submit it to the museum at least three days prior to the visit. Due to high volume, we need at least three days’ notice to assemble the bags. Please bring payment and a copy of the Summary Form to the museum store upon your arrival. Payment must be made in the store on the day of your visit, prior to the start of the tour. You should pick up souvenir bags from the museum store at the end of the tour, and then distribute the bags on the bus or in the classroom. If a student wishes to change their bag choice, the difference in price can be handled on the spot.