

National Cowboy & Western Heritage Museum®

School Group Information

The National Cowboy Museum & Western Heritage Museum offers many educational field trip opportunities. Programs are based on grade level and offer students the chance to explore various images and artifacts that are unique to the American West. Hands-on activities have been incorporated into educational programs for elementary school children, while junior and high school students enjoy a guided tour of the Museum.

Reservations are required for all group visits. Arrange educational programs by calling the Assistant Educator, Monday-Friday at **(405) 478-2250, Ext. 264**, at least two weeks in advance of the desired date. All visits are scheduled on a first-come, first-served basis. Spring is the busiest time for field trips to the Museum; it is recommended that teachers schedule as early as possible to ensure a desired date and time. Every effort will be made to accommodate requests.

Educational Programs

The hands-on educational programs for grades K-6 are two hours in length, each focusing on a particular theme, chosen by the teacher. It consists of approximately 30 minutes in a classroom setting with a hands-on activity instructed by a Museum Docent. The remaining time is spent with a guide touring the galleries with emphasis on the chosen theme. Because tours are focused on certain aspects of the Museum, it is not possible to visit every gallery during the tour. Students are encouraged to return with their family or use free time after lunch to return to galleries that were not visited on the tour. The Museum may have multiple groups scheduled per day; it is very important to arrive at your scheduled time. Groups that arrive late are not guaranteed a full program. Scheduled guides are not required to wait more than 30 minutes for a group.

Group Size and Admission Rates

A minimum of 15 students is required for all group visits. The group leader is responsible for the entire amount due at the time of check-in; group members may not pay individually. Large parties paying individually do not qualify for discounted group pricing. Payment may be made with cash, check, credit card or purchase order. Coupons cannot be used with the group rate.

Tax-exempt rates:

\$3.50 - Grades Pre-K through 6

\$4.50 - Grades 7 through 12

Taxable rates:

\$3.75 - Grades Pre-K through 6

\$4.75 - Grades 7 through 12

One chaperone for every seven students is admitted complimentary. Additional adults over and above this ratio will be charged \$10 for tax-exempt and \$10.75 for taxable groups.

Cancellations/No-Shows

If you are unable to make your reservation, please contact the Assistant Educator at (405) 478-2250, Ext. 264, within 48 hours of your scheduled visit. Groups that fail to make a cancellation and are a no-show will be billed a cancellation fee of \$30.

Lunch Facilities

The Lunch Pavilion is available for schools bringing sack lunches. A reservation for this space is required when scheduling a visit. Groups without a reservation are not guaranteed a space to eat. Lunches must be unloaded at the time of arrival and placed on the provided lunch carts. Museum staff will transport the lunch carts to the Pavilion. Due to the number of students that visit the Museum, it is recommended that lunch periods be limited to 30 minutes per group. After eating, dispose of any leftovers and place all remaining items on the carts. Each group is responsible for returning their own lunch remains to the front entrance to be loaded by the school. Food (including gum and candy) and drinks are prohibited in the galleries. There are no vending machines in the Lunch Pavilion. Any food or drink must be provided by the group.

Museum Etiquette Rules/Chaperone Responsibilities

We strive to provide a valuable, educational and fun experience at the National Cowboy Museum. In order to do so, we ask that teachers share the following rules with students *and* chaperones prior to their visit. Upon arrival, a staff member or volunteer will greet the group to review the rules. Teachers and chaperones in the group are responsible for following and upholding these guidelines.

Students gain more from their visit when adequately supervised. To ensure the safety of the group, as well as other Museum visitors, we require that teachers and chaperones be with students at all times. Students left unsupervised will be brought to the front entrance by a Security Officer and asked to wait until their adult leader returns. Please be aware that unruly groups will be asked to leave the Museum and no refunds will be given.

- Backpacks, purses and other parcels larger than 15" x 10" x 9" will not be allowed in the galleries. These items will need to be left on the bus or at the Admissions Desk.
- Do not touch the art or artifacts in the Museum. Repeated touching leaves a build-up of oil and dirt that will damage these items.
- Do not run in the Museum or in the gardens.
- Climbing on statues is not permitted in any of the galleries or on Museum grounds.
- Eating and drinking is allowed only in the Lunch Pavilion. Leave lunch items on the provided cart until the designated lunchtime. Gum is not allowed in the Museum.
- Sketching materials, such as pens, pencils or tablets must be approved prior to visit. Scavenger hunts are not permitted in the galleries at any time.
- Turn off or silence and refrain from using cell phones during tours.

The Museum Store

The Museum Store wants to make your visit to the National Cowboy Museum more educational and fun!

Students have two options to take home something special from the National Cowboy Museum:

- **Grab Bags**—May be purchased for \$3.00 each (tax included). The Grab Bags may be purchased before or after a tour. They will be given to the teachers at the time of departure. Please provide separate payment for Grab Bags and Museum admission.
- **In-Store Shopping**—Students are allowed in groups no larger than 15 people at a time and must be chaperoned by at least two sponsors. Please allow at least 15 minutes per group to shop in the store.

Both the Grab Bags and In-Store Shopping require 24-hour notice. To make a reservation to shop or request more information, call Ruthie at (405) 478-2250, Ext. 228.

The Museum Store reserves the right to ask anyone to leave the store for disruptive behavior and/or destruction of property.

Field Trip Check List

Use this check list to prepare for your visit.

Prior to your visit:

- Review Museum Etiquette Rules with students **and** chaperones

- Collect payment for everyone in your group

When you arrive, check-in at the Admissions Desk with the following information:

- Total number of students

- Total number of adults (including teachers and chaperones)

- Total payment for everyone in the group

Educational programs cannot begin until check-in has been completed. Adults in the group will receive and must wear an admission sticker. The group leader is responsible for making sure all teachers, chaperones and parents receive admission. Students will **not** receive admission stickers. While the group leader is checking in, another teacher should:

- Unload students at the front entrance of the Museum by class/group. Each class should form a single file line facing the doors.

- Unload lunches onto the carts provided. Lunches will need to be brought inside the Museum; carts cannot leave the building.

When the students are quiet they will be instructed to enter the building by Museum staff or volunteer. Students will review the Museum Etiquette Rules then meet tour guides and begin tours.

After the educational program:

- Tour the galleries on your own. All students are required to be with a chaperone.

- Load students and any remaining lunch items on the bus.

- Provide feedback about your experience by completing and returning **Education School Group Evaluation** form.

National Cowboy & Western Heritage Museum®
Education School Group Evaluation

Thank you for choosing to visit the National Cowboy & Western Heritage Museum. The Education Department is eager to provide teachers and students with quality museum experiences. Please complete and submit this evaluation form to Gretchen Jeane, Director of Education & Special Projects. We encourage you to fill out the form with your students. Your answers will be kept confidential and will be used with those of other teachers to maintain, enhance and expand our school programs.

Teacher(s): _____ School: _____
School Address: _____
City: _____ State: _____ Zip: _____
E-mail: _____
Grade Level _____ Date of Visit: _____/_____/_____
Educational Program or Tour Subject: _____
Name of Docent who led tour: _____

Was this the first time you brought a class to the Museum? Yes No

Tour:

Was the length and content of the tour age appropriate? Yes No
Did you (and your students) find the tour to be educational? Yes No
Did you (and your students) find the tour to be enjoyable? Yes No

Classroom Activity:

Was the classroom activity introduced in a clear way? Yes No
Was the classroom activity educational? Yes No
Was the classroom activity enjoyable? Yes No
Did the activity enhance/complement your current lesson plans? Yes No

Which core competency did the program most closely correlate with?

Social Studies History Both Other _____

Do you feel the students gained knowledge of the role cultures played in the development of the western world's peoples? Yes No

Comments:

Do you feel that through the activities provided, the students gained a sense of the evolving history and cultures of the American West? Yes No

Comments:

What did you like most about the program?

What did you like least?

How likely are you to visit the National Cowboy Museum again?

Very Likely Somewhat likely Neutral Somewhat unlikely
 Not likely

Did you utilize special funding to assist with transportation costs? Yes No

Was your school field trip contingent upon receiving these funds? Yes No

How would you improve the experience?

Additional comments/suggestions?

Thank you for taking the time to fill out this School Group Education Evaluation.
We value your answers and honest opinions.

Please return form to:
Gretchen Jeane
Director of Education & Special Projects
1700 NE 63rd St, Oklahoma City, OK 73111
FAX (405) 478-4714
gjeane@nationalcowboymuseum.org

If you would like to schedule additional tours, contact:
Sue McCoy, Assistant Educator
(405) 478-2250, Ext. 264
smccoy@nationalcowboymuseum.org