

## Prep and Arrival Checklist

This checklist is intended to ensure that your arrival and the duration of your visit at the Columbia Gorge Discovery Center run as smoothly as possible. Please become acquainted with this booklet, which contains our expectations, policies, and tips for a great field trip. All adults (staff and parent chaperones) should be familiar with the contents of this document and prepared to enforce the policies outlined in the Social Contract (page 2).

### *Before Your Visit*

#### Prepare Your Staff and Chaperones

- Please arrange for a 1:5 student to adult ratio for grades K-8, and a 1:10 student to adult ratio for grades 9-12.
- Assign groups of students to specific chaperones. Be sure chaperones know which students are their responsibility and that students know which chaperone they are assigned to.
- Review Social Contract (see page 2) with all chaperones to communicate their roles and responsibilities. Be sure they clearly understand their roles as active participants during the entire visit.

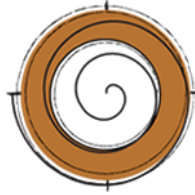
### *At the Discovery Center*

#### Arrival

- Pull in front of the museum only temporarily if you would like to unload your passengers from a bus. Bus drivers should then park in the bus/RV section of the parking lot.
- Gather students in front of the waterfall and await our museum staff member, who will welcome you and outline the schedule for the day. In winter months or inclement weather, proceed directly from your bus/vehicles to the admission desk for an indoor orientation.
- If your arrival time changes at all, please call the admission desk at (541) 296-8600 x 201 to update your arrival time.
- Groups that are more than 20 minutes late for a scheduled education program will forfeit the program and will be admitted to the museum for a self-guided tour.

#### Admission Procedure

- Upon entering the museum, the group leader should check-in with the admission desk and return the signed social contract.
- Pay your admission fees in one transaction if you have arranged to pay at the museum upon arrival.



COLUMBIA GORGE  
DISCOVERY CENTER & MUSEUM

*be present... in the past*

## Social Contract

Group Leader:

The Columbia Gorge Discovery Center requires that you read this contract to your group of students and chaperones before you arrive, then sign it and return it to the admission desk when you check in. This is a requirement of admission, and museum staff will confirm that you have done this before beginning your tour or program. Best to have accomplished this back in the classroom, or it will cut into your time at the museum.

*“For the safety and enjoyment of our group, and other visitors, we agree to follow these guidelines while we are at the Columbia Gorge Discovery Center:*

*Our students will stay with their assigned adult chaperones at all times – inside, outside, in the gift shop, and in the café.*

*Our chaperones will stay with their assigned student groups at all times.*

*We will only go into the museum store one chaperone group at a time.*

*If we do any writing, we will write against clipboards (the museum can provide these), or on our own books or notebooks – not against the walls, exhibits, or the museum floor.*

*In the outdoor and indoor exhibits at the Columbia Gorge Discovery Center, we will follow these rules:*

- 1. We will only eat or drink in the picnic area or café.*
- 2. We will not chew gum.*
- 3. We will walk.*
- 4. We will use inside voices at all times and pay close attention to museum staff when they are speaking.*
- 5. We will ask permission before touching hands-on exhibits.*

*We are free to take pictures, including flash pictures and videos. If we have questions, we will ask the museum staff and volunteers.*

*We know the time of our departure and the place we will all meet at the end of our visit.”*

Teacher/group leader (please print)	
School or group name	
Address	
Date of visit	