

# Chaperone Guide

## Raymond M. Alf Museum of Paleontology

WELCOME!

Thank you for volunteering to be a chaperone on your school's visit to the Raymond M. Alf Museum of Paleontology. Being a chaperone is a wonderful way to enjoy your visit and it is also an important responsibility. Our guide explains the museum's classroom visit policies and procedures, and provide hints on how to make your visit run smoothly.

### Being a Chaperone:

- Please ensure that you and your group of students (10 students or less per chaperone) stay together during your visit at the museum.
- Chaperones are responsible for the proper behavior of their groups and keeping track of each student in their group.

### Helpful Hints for Chaperones:

- Learn the names and faces of the students in your group and make sure they know your name. Keep a list of their names with you.
- Keep your group together with their class (do not let them wander away on their own).
- Follow all instructions provided by museum staff and volunteers.
- Be sure everyone in your group is with you when you are ready to leave for the bus or your car.

### Student Responsibilities:

- Students are to stay with their chaperone or teacher at all times while in the museum.
- Respect other students, visitors, museum staff and museum property.
- Your tour guide will let you know what you can and cannot touch during the tour.
- Please do not run, eat, use loud voices, push, fight, or throw things.

## **Behavior:**

In the instance of disruptive behavior:

- The teacher and/or chaperone are to resolve the situation.
- If the behavior persists, or in some situations the museum reserves the right to ask the student(s) to sit outside with an adult.

## **Picture Opportunities:**

- Pictures are allowed to be taken during the tour (be sure to keep your group with the tour guide when taking pictures).
- If there is enough time after the tour is completed you will have the opportunity to walk around both floors and take pictures.

## **In an Emergency:**

- Contact any museum staff member or volunteer.