

# Tractor & Engine Museum School Group Information



## **K-12<sup>th</sup> Grade Educational Tours:**

- Teachers may choose educational programming (see list of educational programs), **or**
- Teachers may choose a self-guided tour in place of educational programming (students and chaperones can walk through the museum at their own pace).
- Educational programming and self-guided tours can take 45-90 minutes depending on the age of your group.
- Groups need to be a minimum of 10 students or a maximum of 30. Call for groups larger than 30.
- Museum exhibits and educational programming align with Iowa Core Curriculum standards.
- Admission is free for all school groups and chaperones.

## **Chaperones:**

- Chaperones are required for all school groups
- A ratio of 1 adult per 10 students is required
- Chaperones may be teachers, school staff, or parents

## **Education Room:**

- Can be used for educational activities during the group's visit or to eat lunch brought by the students, if necessary.
- Handicap accessible
- Tables and chairs will be provided in the room.
- Available Monday through Friday, 9:30 a.m. - 4 p.m.

## **Plan Your Visit:**

- Advanced reservations are encouraged for school groups.
- To make a reservation fill out the attached form and email to [JohnDeereTractor\\_EngineMuseum@JohnDeere.com](mailto:JohnDeereTractor_EngineMuseum@JohnDeere.com).
- Once the request form is received you will be contacted regarding your visit.
- Visits should be scheduled at least two weeks in advance. Reservations are on a first come first serve basis.
- Buses can unload and park in the north lot of the museum.
- To cancel a visit, notify the museum at least 72 hours prior to the scheduled visit
- In the event of poor weather conditions, a representative from the scheduling party should contact the museum to reschedule.

## **Before and After Your Visit:**

- A confirmation letter with more information will be sent to teachers after the visit is scheduled and confirmed.
- An evaluation form will be sent to teachers after the visit is completed.

# Tractor & Engine Museum Field Trip Form



**Complete the form below and email to [JohnDeereTractor\\_EngineMuseum@JohnDeere.com](mailto:JohnDeereTractor_EngineMuseum@JohnDeere.com).**

Name of Contact: \_\_\_\_\_

School: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Requested Date of Visit: \_\_\_\_\_

Requested Time of Arrival: \_\_\_\_\_

Requested Time of Departure: \_\_\_\_\_

Estimated Number of Students: \_\_\_\_\_

Type of Tour

- Educational Programming (museum staff will contact you to discuss your specific needs)
- Self-Guided

School Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Special Needs and/or Additional Notes: \_\_\_\_\_

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