

Dear Chaperone,

Thank you for volunteering your time to participate in this fun and educational experience. **YOU** are an important part of what we do at Great Lakes Science Center, and we cannot accomplish these things without your help. We are excited for you to experience all we have to offer, and to help your students have the best day possible. Please take a few minutes to review a few guidelines below. Again, we thank you for your commitment to your students and to Great Lakes Science Center.

## Guidelines for Chaperones

**You are responsible for the behavior of your assigned group** during your entire visit to Great Lakes Science Center, including the Science Store and Cafe. A few tips to help your trip run smoothly (especially if you are meeting some in your group for the first time)

- 1. Check the field trip schedule boards on level 1 or 2.** This will give you all the information you need regarding any workshops, DOME movies, or scheduled lunch locations and times.
- 2. Review the day's schedule with your group.** This will help set the expectation that there are times and places that are important. *Ways to do this:* Assign a time keeper or recorder in your group. Also assign a navigator who is responsible for the map.
- 3. Groups must stay with their chaperones for the duration of their visit.** Report any missing group members to science center staff immediately. *Ways to do this:* Use exhibits to set physical boundaries in free exploration areas.
- 4. Discourage disruptive or inappropriate behavior as it happens.** Ask for help from your group leader or Science Center staff if you have difficulty. Disruptive groups may be asked to leave without warning or refund.

