Thank you for visiting the Fine Arts Museums of San Francisco as an extension of your classroom teaching. Your answers to the questions below will ensure that your learning objectives are aligned with the museums’ facility requirements. Please provide as much detail as possible.

CONSULTATION INSTRUCTIONS
Below is a series of talking points that will be discussed during your consultation. Please be prepared to answer these questions.

1. How will you communicate group assignments, museum guidelines, and overall objectives to chaperones prior to your visit?
2. Where will you divide your students into groups of 30 or fewer before entering the museum?
3. In case of an emergency, how will you locate your students and chaperones?
4. Will you need wheelchair accommodations?
5. Please describe in detail your entry and exit plan. How will you track your students during your visit?

GROUP DETAILS
Years that you have visited the museum with students: ____________________________

Type of transportation to the museum: ____________________________  Travel distance: ____________________________

Museum arrival and departure times: ____________________________

Emergency contact information while onsite: ____________________________

LEARNING OBJECTIVES
Please describe how this museum visit will fit into your current unit. What are your specific learning objectives for the visit?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

How will you prepare your students to visit the museum?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What will your students do upon returning to the classroom after the museum visit?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please attach copies of any assignments that your students will be expected to complete while onsite.
STUDENT ORGANIZATION

Describe how you will organize your students into groups of 30 or fewer to enter the building (using colors, numbers, etc.).

____________________________________________________________________________________________________________________

Describe how you will then subdivide these groups of 30 into groups of 10 or fewer to visit the galleries.

____________________________________________________________________________________________________________________

CHAPERONE SUPPORT

Chaperone participation during the field trip is essential. Please describe how your chaperones will support student learning during the visit.

____________________________________________________________________________________________________________________

What tools will you give your chaperones so they can be a proactive part of the students’ experience?

____________________________________________________________________________________________________________________

When will you review the museum chaperone guidelines with the participating adults?

____________________________________________________________________________________________________________________

STUDENT ACCOMMODATIONS

Do any of your students need additional support, e.g., wheelchairs or access to our first-aid room? If so, please describe.

____________________________________________________________________________________________________________________

Where will you leave your students’ belongings during your visit? Please circle one: Car(s) Bus

Please note that the museum has very limited storage. For a group of your size, it is essential to consolidate any items that you will need to store. With advance notice and preparation, we can store food that is organized in boxes. Please note that your group has a one-time access privilege to retrieve ANY items stored at the museum.

Will your visit include a lunch/snack break? If so, when and/or where?

____________________________________________________________________________________________________________________

Please note that the museum is unable to offer lunch facilities, even in the event of bad weather. If you would like to purchase lunch at the museums, please use the following contacts. For de Young café inquiries, please call 415.750.2613 or email cbennett@mccallsf.com. For Legion of Honor café inquiries, please call 415.750.3605 or email rschoemaker@mccallsf.com.

ADDITIONAL RESOURCES

Entry Staging Assignments & Gallery Flow with Map

Please use this resource to consider where in the museum galleries your students and chaperones will begin their visit.