



School Chaperone and Field Trip Information Guide

The Jim Gatchell Memorial Museum encompasses three buildings which are connected. The museum contains galleries pertaining to natural, Native American, pioneer, and Buffalo history, the Johnson County cattle war, carriages, Basque culture, and Jim Gatchell's story. A chaperone keeps the students safe, encourages them to learn, and have fun. Unless otherwise stated at the time of scheduling, all tours will have the museum educator leading the tour. We thank you for coming!

Expectations for Chaperone Tours:

- We require
 - 1 adult for every 5 students, grades pre-K through 2nd
 - 1 adult for every 10 students, grades 3rd through 7th
 - 1 adult for every 15 students, grades 8th through 12th
- Chaperones are responsible for student behavior. Museum staff reserves the right to ask the field trip group to leave the museum if students are unsupervised or act inappropriately.
- Stay with and supervise your students at all times. This includes when they are in the museum store. Do not let students run ahead or roam around without you. There might be other visitors so they need to share the galleries with other guests. We want to ensure everyone's safety, as well as the exhibits'. Students could possibly miss interpretation and interactives if they hurry through the museum.
- Make sure chaperones know student names and they know their chaperones.
- Make sure that the chaperones have talked with the teachers about what they want their students to learn during the field trip. This will help everyone to stay focused and maximize their learning potential during the tour. Resist the temptation to supply students with answers when they are supposed to be finding them in the museum galleries.
- Please let the students use the interactive items and make sure they do not touch items they are not allowed to touch.

Information for Visitors:



We have four unisex restrooms in the museum. Two are located at the bottom of the stairs near the entrance. The other two restrooms are located in between the Natural and Native West galleries.



We have cots, wheelchairs, and first aid supplies available. Please contact any museum staff member for assistance.



We are handicap accessible with two elevators and a handicap entrance. Please let the staff know if you will need to use the elevators.



We ask that visitors be respectful of other museum visitors by using their normal conversational voices.



We do not allow photography and videography in the museum.



We do not allow food and drink in the museum. If you need to arrange for a location for your group to eat lunch, please contact a museum staff member who can provide information.



Parking is limited in the museum and courthouse parking lot. There is a visitor parking lot across Fort Street from the museum.

For tour groups:



Tour group participants receive a 10% discount off any store purchase during visit. Please let the Museum Educator know at time of scheduling whether you would like to allocate time for shopping at our museum store.



We do not have space to store backpacks, bags, etc. while visitors are in the museum.