

2011-2012 Field Trip Policies

Field Trip Information

A completed online request form must be received by our Education Department in order to process and confirm your field trip. You will receive confirmation of your reservation by email within 10-15 business days.

PLEASE NOTE: Your field trip date is not confirmed until you receive a formal confirmation letter.

Request forms are processed in the order in which they are received and according to availability. We will try our best to fill your request but cannot make any guarantees. Please provide us with at least three weeks notice in advance of your requested date.

Basic Information

School Groups

IHMEC field trips are offered to accredited elementary schools, junior high/middle schools, and high schools, grades 3-12, including home school programs. Colleges/universities, supplementary programs, non-profit groups, and all other organizations should request docent-led group tours.

Group Size

To book a field trip, there is a 10 student minimum. The maximum number of students allowed on a field trip depends on the tour option you choose, and ranges from 60-160 students.

We will assign one docent for each group of 20 students.

If you have more than the maximum number of students allowed on a field trip, we will try to schedule you for multiple time slots or visit days. Please fill out one tour request form for each field trip you would like to schedule. We will do our best to accommodate your class.

Age Limit

Field trips are available for students in grades 3-12.

The Museum deals with mature subject matter. The core content of the **Karkomi Permanent Exhibition** is suitable for visitors in 7th grade and above. Students in 3rd-6th grade will visit **Make a Difference!: Miller Family Youth Exhibition**, which is designed for youth ages 8-11. For more details on all the exhibitions your students will experience at IHMEC, please take a look at our tour options.

Chaperone Policy

We require one chaperone, 21 or older, for every ten (10) students. No exceptions can be made to this policy. These chaperones are admitted free of charge. Medical/behavioral aides accompanying special needs students, over and above the 1 to 10 ratio, are also granted complimentary admission. Additional chaperones not serving as necessary aides are charged the group tour fee of \$15/adult.

Field Trip Options

We offer a variety of docent-led tour options for your students and encourage you to review the options below to determine the best fit for your school and students' needs.

In Our Voices (Grades 7-12)

Explore the history of the Holocaust by taking an inquiry-based walk through our [Karkomi Permanent Exhibition](#). Investigate the experiences of Holocaust survivors, witnesses, resisters, and rescuers through artifacts and testimony. Analyze the human and moral implications of individual choice, responsibility, and memory through connecting galleries and themes. Discover what influences our decision to act as bystanders or upstanders.

Your tour may also include stops in other Museum exhibitions:

- [Temporary Exhibition Gallery](#)
- [Make a Difference: Miller Family Youth Exhibition](#)
- [Legacy of Absence Gallery](#)

Whenever possible, the Museum will schedule an eyewitness to the Holocaust from our Speakers' Bureau as part of the field trip.

Length: 3 hours

Times: 9:30, 10:30, 11:30 (weekdays), 11:00 (weekends), 5:00 (Thursday evenings)

Group Size: 160 students maximum

Become a Witness (Grades 6 and above)

Learn about the power of one voice in taking a stand for positive change. Draw connections between the lessons and themes of Make a Difference: Miller Family Youth Exhibition to the lessons and themes of a study of the Holocaust and genocide.

Explore the following exhibitions:

- [Karkomi Permanent Exhibition](#) – Introductory Film through 1938 Kristallnacht Gallery; Closing Film
- [Make a Difference: Miller Family Youth Exhibition](#)
- [Legacy of Absence Gallery](#)

Whenever possible, the Museum will schedule an eyewitness to the Holocaust from our Speakers' Bureau as part of the field trip.

Length: 2 hours, 25 minutes

Times: 10:00 (weekdays), 11:30 (weekends), 5:30 (Thursday evenings)

Group Size: 80 students maximum

Memory, History, Culture (Grades 5 and above)

Discover different ways to become more actively involved in your local and global communities through the hands-on activities in Make a Difference: Miller Family Youth Exhibition. Learn how identity, social responsibility, and community tie into introducing a study of the Holocaust, human rights, and genocide.

Explore the following exhibitions:

- [Karkomi Permanent Exhibition](#) – Introductory Film through 1938 Kristallnacht Gallery only
- [Make a Difference: Miller Family Youth Exhibition](#)
- [Legacy of Absence Gallery](#)

Length: 2 hours, 25 minutes

Times: 10:00, 12:00 (weekdays), 11:30 (weekends), 5:30 (Thursday evenings)

Group Size: 60 students maximum

Take a Stand (Grades 3 and above)

Through hands-on, interactive activities, discover what it takes to care for yourself and others, learn how to speak up for those being bullied, and understand core values of respect, compassion, justice, and citizenship. Develop the strategies and tools necessary to not only identify a problem, but also to identify and overcome any obstacles to solving that problem.

Explore the following exhibitions:

- [Make a Difference: Miller Family Youth Exhibition](#)
- [Legacy of Absence Gallery](#)

Length: 2 hours, 10 minutes

Times: 10:00, 12:00 (weekdays), 11:30 (weekends), 5:30 (Thursday evenings)

Group Size: 60 students maximum

Logistics

Selecting a Date and Time

Please have three dates available in case your first choice is unavailable. To avoid rescheduling or cancellation, please check your school's calendar for holidays, test dates, late arrival/early dismissal, teacher in-services, etc. before requesting your field trip.

Length of Visit

When you register, you will have a variety of field trip options to choose from, depending on the age and size of your class. Field trips last from two to three hours, based on content.

Lunchroom Reservations

Lunchroom facilities are available on a limited basis and will be allocated on a first-come, first-served basis. Be sure to request the Student Dining Hall on your field trip request form if you would like your students to eat at the Museum.

Groups that have confirmed Student Dining Hall reservations should bring student lunches in disposable paper or plastic bags, not hard or reusable lunch boxes. Lunches will be stored during your tour; refrigeration is not available. At this time, boxed lunches are not available for purchase, and lunches cannot be delivered to the Museum.

Bus Parking & Directions

The museum maintains six bus parking spaces on a first-come, first-served basis. There is no fee to park in these spots. Please download our [Map and Bus Directions](#) online.

Fees, Payment, and Cancellations

Fees

Students, Grades 3-12	\$8
Chaperones up to 10:1 Ratio	Free
Medical/Behavioral Aides	Free
Adults above 10:1 Ratio	\$15

Field trip fees are applied to all scheduled visitors, including Museum members.

Deposits

A **non-refundable \$50 deposit is due within 14 days** of receiving your field trip confirmation, or immediately if your field trip date is less than 30 days away. Your deposit will be applied to the total balance of your field trip.

Credit card payments are preferred and can be made online at www.ilholocaustmuseum.org/ftpayment. Checks should be mailed to Illinois Holocaust Museum & Education Center, Attn: Field Trips, 9603 Woods Drive, Skokie, IL 60077.

Paying the Balance

For easier check-in, we encourage you to pre-pay your full balance. However, the balance of your field trip payment is due upon arrival. Please organize payment in full for the entire school group in the form of credit card, check, or cash (exact change only). Payment must be made in one transaction; individual payments will not be accepted.

Changing Field Trip Plans

Because the Museum is in high demand for visiting groups, we must limit the number of groups scheduled on any given day. Therefore, if your plans change, we ask that you cancel or reschedule well in advance of your visit.

All changes must be requested *in writing* to the Education Department on official school letterhead and signed by a school official. Letters can be mailed to the Museum or faxed to 847.967.4804 or sent via a PDF attachment. ***Changes will not be accepted by phone or email.***

Number of Students

A one-time change may be made to the number of students attending your field trip, up to 30 days in advance of the tour, depending on availability. No refunds or balance adjustments will be provided for reduced numbers after the first adjustment or within 30 days of the field trip. We cannot guarantee space for any additional students.

Rescheduling (Date & Time)

A field trip may be rescheduled once up to 60 days in advance of the originally scheduled date, based on availability. Any request to reschedule within 60 days of the field trip date will be considered a cancellation, and a new request and deposit must be submitted.

Cancellations

Refunds will not be given for cancelled tours. If your group is unable to travel to the Museum due to extreme weather conditions, please call us at 847.967.4848 as soon as possible. We will make every effort to reschedule your visit, based on availability.

Additional Museum Policies

All visitors must pass through metal detectors and have their belongings scanned. For your safety, all items brought into IHMEC are subject to inspection.

Please leave all coats, bags, cameras, and valuable personal belongings back at school or on the bus. It is a very short walk from the bus into the Museum!

Prohibited items:

- Food and beverage (except bagged lunches for groups with Dining Hall reservation)
- Chewing gum and candy
- Writing utensils (pencils, pens, etc.)
- Still and video cameras

Strongly discouraged:

- Cell phones or electronic devices (must be turned off)
- Heavy metal jewelry or belts

Behavior

Every visitor has a right to enjoy an exciting and educational visit to the Museum. Inappropriate behavior that detracts from others' experience will be dealt with at the discretion of the Illinois Holocaust Museum & Education Center staff or docent volunteer. Such behavior may result in a group being asked to leave the building and could jeopardize future visits to the Museum.

Photography

No photography of any kind is allowed inside Museum exhibitions. Photography is permitted by chaperones in public, non-exhibition spaces (i.e. lunchroom, lobby) and outside the building. Video cameras are prohibited.

Frequently Asked Questions

Who will be leading my students around the Museum?

Field trips are guided by Museum docents, volunteers who have been trained in-depth on history and tour techniques.

The week before your tour, a docent will call you to confirm your field trip and gather background information. Docents are not able to accept or handle any changes you request. These requests must be submitted in writing to the Education Department.

Can my students hear a speaker during our visit?

Yes, we will try to offer all students in grades 6-12 the opportunity to hear from a survivor or eyewitness during their field trip whenever possible. While we will do our best to include a speaker as part of your scheduled field trip, we cannot make any guarantees. The stories of our local survivors are also woven throughout the [Karkomi Permanent Exhibition](#) through videos and artifacts.

Younger visitors will have the opportunity to hear age-appropriate testimonies in the "Survivor Stories" section of [Make a Difference: Miller Family Youth Exhibition](#)

After I receive a confirmation letter, what should I do to prepare for my field trip?

Please thoroughly read and review our Pre-Visit Information sheet, which will be e-mailed to you along with your field trip confirmation (10-15 business days after registering). This sheet contains vital information and instructions regarding your students' visit. [Pre-Visit Information](#) is also available online.