Thank you for choosing the Houston Museum of Natural Science!

Here at HMNS, education is our passion, and we’re thrilled to be a part of your educational journey. With world-class exhibition halls, immersive films, hands-on labs and workshops, and STEAM-based teambuilding activities, there really is no better place for your students to OWN their education.

Your field trip is in good hands with our Youth Education Sales team. You can take advantage of a personal field trip coordinator, who can help you organize a trip that works for you and your students, and exclusive online curriculum, available at hmns.org/curriculum that will help ensure that your field trip is truly educational.

Each year, we publish our Educator’s Guide, available online at hmns.org/educatorguide, which details all of the programs available to you and your students.

Enclosed, you will find all of the information you need to prepare for your trip to HMNS, including the required teacher admission sheet that you must bring with you on the day of your arrival. If you have any questions, do not hesitate to contact our team at (713) 639-4659.

Best,

HMNS Staff

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Required Teacher Admission Sheet

Please bring the following completed form, with payment, to the school check-in podium upon your arrival. If you have any questions or concerns please call the field trip line at 713-639-4659.

School Information:                      Final Numbers:

School Name: __________________________ Students: __________
Confirmation Number: __________________ Chaperones: __________
Date of Field Trip: _____________________ Teachers: __________

Bus Unloading and Check-In:
Please arrive at least 15 – 20 minutes prior to your first timed entry. If students need to be divided into groups, this should be done before arrival.

- Buses will unload on Hermann Park Drive, near the “Bus Unloading Zone” sign. Buses should NOT unload on Caroline Street.
- All lunches and backpacks should be left on the bus. Arrangements for lunch and pick-up plans should be made prior to arriving at the Museum.
- Unload students and line them up at the “Teacher Reporting Point” at the steps.
- Students and chaperones (teachers/parents) should be counted and money collected prior to arriving.
- Bus drivers wishing to participate in the field trip will be charged the group rate unless they are included in the original chaperone count.
- Lead Teacher will submit this completed form and group payment to the School Greeter Booth inside the main entrance before their group is allowed to enter.

Chaperone Information:

- Chaperones must be at least 21 years of age and remain with students at all times.
- All teachers and chaperones included in the official count will pay the Field Trip rate; those not included in the above chaperone count will purchase their tickets, if available, on arrival.
- Chaperones should be made aware of the venues and entry times your school has booked since museum personnel are not allowed to give out this information for the safety of the students.
- Chaperones parking in the Museum Garage and planning to pay at the box office, should inform the box office attendant they are with a school for a reduced rate.

Lead Teacher Agreement:
By signing this document, I agree to ensure that all teachers, parents and chaperones visiting The Houston Museum of Natural Science are aware of the above information and the field trip guidelines provide by the Museum. I understand that a failure to follow the outlined procedures, or adhere to museum etiquette guidelines, may result in the school group’s removal from the Museum.

Lead Teacher Signature: ________________________________
Museum Etiquette

To ensure that all Museum visitors have an optimal experience, and out of respect for our collection and the safety of others, we ask that all HMNS patrons adhere to the following guidelines:

- Ensure that chaperones remain with their assigned students for the duration of the trip, and that all chaperones are at least 21 years of age.
- Keep your hands to yourself and keep a safe distance from objects, walls, cases and photographs.
  The oils, salts and acids in our sweat can damage works of art and artifacts
- Be respectful of other visitors to the Museum by using a quiet voice when walking through the Halls
- Cell phones must be turned off or silenced while in the Halls
- Food, drinks and chewing gum are not allowed in the Halls
- Students are not permitted to run, jump, kick, or touch walls, cases or artifacts.

Teachers and chaperones are responsible for the behavior of their students/children during their visit to the Museum. We thank you in advance for ensuring that our Museum remains in good condition for all visitors to enjoy.

If these guidelines are not followed, you may be asked to leave the Museum with no refund.
Field Trip Checklist

Two to four weeks prior to trip:
☐ Complete required school documentation (field trip permission forms, transportation forms, etc.).
☐ Secure chaperones for trip; at least one chaperone for every ten students (chaperones must be 21 years or older).
☐ Coordinate transportation with your district.
☐ Download online curriculum at hmns.org/curriculum.
☐ If possible, visit the Museum ahead of time to familiarize yourself with the location.

The day before your field trip:
☐ Adjust final count of students, parents, teachers and chaperones. This number will be given at check-in.
☐ Assign students to groups. Remember, one chaperone for every ten students.
☐ Prepare payment. Final payment is due upon check in.
☐ Remind students of proper Museum etiquette.
☐ Distribute curriculum to students, along with necessary materials.

The day of your field trip:
☐ Ensure that all chaperones have a copy of the Museum Map (pages 9-10) and your field trip itinerary.
☐ Buses will unload on Hermann Park Drive, near the “Bus Unloading Zone” signs. Lunches should be left on the bus unless other arrangements have been made.
☐ Once unloaded, students will line up outside the main entrance at the “Teacher Reporting Point” while the Lead Teacher enters the Museum and checks in.
☐ During check-in, the Lead Teacher will provide a final count, payment, and the required Teacher Admission Sheet.
☐ Lead Teachers should distribute chaperone stickers and verify that all chaperones are aware of the schedule and designated meeting times and locations.
☐ Once checked in, chaperones may lead their student group into the Museum. Remind chaperones that they must remain with their student group at all times.
Frequently Asked Questions

1. What do I do about student lunches?
We ask that all lunches remain on the school bus during the field trip and are eaten either on the bus or in Hermann Park unless other arrangements have been made. School groups also have the option of purchasing food from the McDonald’s in the Museum. A teacher order form is available on page 7 of this document.

2. What if I have fewer than ten students?
Groups of fewer than 10 students may still book a field trip; however, they will be charged for 10 students plus any chaperones. Our representatives are available to help determine the most cost-efficient method for your group to visit the Museum. Regular admission tickets may be purchased at the box office at any time.

For an established field trip, the person who booked the trip should call (713) 639-4659 at any time prior to the day of arrival to add or subtract people from the reservation. Groups that fall below 10 students will be charged for 10 students plus any chaperones.

3. How many chaperones do I need?
We require one chaperone for every group of ten students, and the chaperone must remain with their student group at all times. Chaperones must be at least 21 years of age and must wear their chaperone sticker.

4. Can I change my itinerary?
Adding or removing venues from a reservation requires a 24-hour notice. On the day of the trip, after the tickets have been printed, nothing on the reservation may be changed.

5. How do I pay for my field trip?
Field trips may be paid for in advance, by calling 713-639-4659 or mailing a check, or on the day of the trip. If you choose to pay on the day of the trip, the Museum will accept school district checks, credit cards, or cash (large bills only). A purchase order (PO) will not be accepted. Field trips must be paid for in one transaction. All students and chaperones on the reservation should give their payment to one person who will present the money at the box office.

6. Do you have curriculum? What about the TEKS?
The Museum offers customized TEKS-based curriculum, available at hmns.org/curriculum to accompany your field trip. These free units are designed to make the field trip experience educationally sound and fun and include a TEKS-aligned knowledge hunt and extension activities for grades K-8. High school curriculum is available, with a two week notice, upon request.

7. The Museum is so large; how can I focus my trip so my students get the most out of it?
Our new field trip packages, available at hmns.org/ftpackages, allow teachers to theme their field trips based on a specific topic of their choice. Available on a first come, first serve basis, these packages help teachers align their trips to their curriculum goals.
8. Can we see special/traveling exhibitions?
Absolutely! Visit our Exhibitions page at hmns.org/exhibits for more information about what is currently on display.

9. Are guided tours available?
Yes. Specially-trained docents are available to lead tours of the Museum's permanent exhibit halls and deliver hands-on presentations with touch carts located in the exhibit halls. Docent-led tours available for schools and groups may be booked through the Box Office. Tours are approximately 30 - 45 minutes long, and two week notice is required.

   Cost:    $10 per docent, one docent for every 10 people, including chaperones
   Time:    10 am - Noon

10. Does the Museum offer programs for younger children?
The Museum's Early Investigations Program is geared specifically to 5 - 7 year-olds. This program combines a 45-minute, hands-on classroom program with a 45-minute tour of a Museum exhibit hall. Eight topics are available: Texas Wildlife, Paleontology, Under the Sea, Native North Americans, Native Latin Americans, Africa, Egypt and the Insect Zoo. Two week notice is required.

   Cost:    $5, includes admission to either Permanent Exhibit Halls OR Cockrell Butterfly Center
   Time:    10:00 – 11:30 am
   When:    Tuesday-Thursday, October-May (excluding December)
   Max:     50 students plus chaperones
   Min:     10 students plus chaperones

11. Are there any hands-on programs for students?
Bringing a group to HMNS or HMNS Sugar Land? Explore science, nature and history in our interactive science labs which feature specimens, artifacts and laboratory equipment.

Each lab lasts one hour and accommodates up to 25 students. Labs cost range between $165 per lab and $200 (for Dissection Lab*) and include admission to the Museum's Permanent Exhibit Halls.

If your group is interested in scheduling a lab please visit hmns.org/sciencelab or contact educationquestions@hmns.org.

Have a question this FAQ doesn’t answer? Contact us at 713-639-4659 or fieldtrips@hmns.org
TEACHER ORDER FORM: Please fill out all areas.

1) Teachers must fax each TEACHER ORDER FORM 24 HOURS in advance to McDonald’s: (713) 639-4697.
2) Teachers must confirm their order and pay immediately upon arrival at the Museum. NO MEALS CAN BE PREPARED WITHOUT PRIOR PAYMENT. (Minimum 2 hour advance payment)
3) Teachers must bring all INDIVIDUAL STUDENT ORDER FORMS with them, so they will know WHO gets WHICH meal. (McDonald’s is not responsible for distribution of food to students)
4) Teachers must bring their School TAX ID # on OFFICIAL SCHOOL LETTERHEAD in order to receive a NO TAX PURCHASE. (No exceptions may be granted by government rule)
5) Credit Cards and School checks are accepted. Payable to McDonald’s Prices are subject to change.

<table>
<thead>
<tr>
<th>Teacher’s First Name</th>
<th>Teacher’s Last Name</th>
<th>Home Phone</th>
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<table>
<thead>
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<tr>
<th>City</th>
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<th>Zip</th>
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<table>
<thead>
<tr>
<th>Date of Visit</th>
<th>Time Lunch Desired: (Time requested may need to be adjusted)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>_____1st Choice    _____2nd Choice (Use 15 Min. Intervals)</td>
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### MEALS

Includes Sandwich or Salad, 12oz Can Drink, Juice or Milk, and a Bag of Doritos

<table>
<thead>
<tr>
<th>Quantity of Meals Each</th>
<th>Total</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Package</th>
<th>Quantity</th>
<th>Price</th>
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<tbody>
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<td>1</td>
<td></td>
<td>$3.50</td>
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<td>2</td>
<td></td>
<td>$3.70</td>
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<td></td>
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</tr>
<tr>
<td>5</td>
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Tally 1 Sauce/Nugget order: BBQ Honey Hot Mustard Sweet n’ Sour

<table>
<thead>
<tr>
<th>Package</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Bacon RanchSalad w/Crispy Chicken</td>
<td>$6.00</td>
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<tr>
<td></td>
<td>Tally 1 Salad Dressing/Salad Order: Caesar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lt. Vinaigrette</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5.00</td>
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<table>
<thead>
<tr>
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<th>Description</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>Filet O Fish</td>
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<table>
<thead>
<tr>
<th>Sub Total Due</th>
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</table>

Total No. of Meals: ________ Total Money Due: $__________

### DRINKS

Select 1 Drink/Order

<table>
<thead>
<tr>
<th>Drink/Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coke</td>
</tr>
<tr>
<td>Diet Coke</td>
</tr>
<tr>
<td>Sprite</td>
</tr>
<tr>
<td>Milk</td>
</tr>
<tr>
<td>Choc. Milk</td>
</tr>
<tr>
<td>Apple Juice</td>
</tr>
<tr>
<td>Bottled Water</td>
</tr>
</tbody>
</table>

TOTAL DRINKS:_____

FREE TEACHER QUARTER POUNDER MEAL: ________ Yes ________ No ________ Drink

Minimum order of 25 Meals
Buses may park either next to the Sam Houston Statue or in the Houston Zoo parking lot. If you have any questions about bus parking, please contact us at (713) 639-4659.
Museum Map

MUSEUM SERVICES DESK
Lost & found and paging. The Museum offers services for visitors with disabilities, nursing mothers and those with special needs, including wheelchairs.

ONLINE SALES
Save time in line by purchasing tickets before you visit. Advance tickets are available online at www.hmns.org or by phone at 713-639-4629. Tickets can be picked up quickly at the Box Office.

MUSEUM STORES
The Museum Store at the main entrance offers over 6,000 square feet of unique gifts and souvenirs, including Museum-related toys and educational items, a book room with science titles for all ages, and limited-time-only special exhibit products. Nature's Reflection, our jewel box of a gem and mineral store, offers unique curatorial quality specimens and one-of-a-kind jewelry. The Collector's Shop features many extraordinary items, home decorations, elegant gifts and more. Museum Members receive a discount in all Museum Stores.

BOX OFFICE
Purchase tickets and pay for parking. Purchase in advance by calling 713-639-4629 or log on to www.hmns.org

MCDONALD'S RESTAURANT
Stop by for a snack or beverage. Food and drink are allowed in the restaurant and Cullen Grand Entry Hall only. Group lunches are available with advance purchase only. For more information, call 713-639-4699.

KEY
- Restrooms
- Stairs
- Elevators
- Attractions Entrance
- McDonald's Restaurant
- Parking Garage
- Emergency Exit
- Stairs to Parking Garage
- Elevators to Parking Garage

MAIN LEVEL
1 Cullen Grand Entry Hall
2 Burke Baker Planetarium
3 Wurzbach Giant Screen Theatre
4 Cockrell Butterfly Center/Green Hall of Entomology
5 Museum Services
6 Hamill Gallery
7 Brown Gallery
8 Alfred C. Glassell, Jr. Hall
9 Fendren Gallery
10 Jones Gallery
11 Albert and Ethel Herzstein Foucault Pendulum
12 Weiss Energy Hall
13 Marian Hall of Paleontology
13a ExxonMobil Permian Basin Collection
13b Paula and Rusty Watler Mesozoic Gallery
13c John P. and Katherine McGovern 'Jurassic Bats' Gallery
14 Museum Store
14a Nature's Reflection
15 Collector's Store
Field Trip Representatives
If you work in the Greater Houston area, check the list below to find your field trip representative. The next time you are ready to plan a field trip, they will be able to help you plan an itinerary that is ideal for your students!

If your district is not listed below, feel free to contact either of the representatives for information!

<table>
<thead>
<tr>
<th>Cathy Walton</th>
<th>Karly Hunt</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:cwalton@hmns.org">cwalton@hmns.org</a></td>
<td><a href="mailto:khunt@hmns.org">khunt@hmns.org</a></td>
</tr>
<tr>
<td>713-639-4617</td>
<td>713-639-4703</td>
</tr>
</tbody>
</table>

Aldine ISD  
Alief ISD  
Channelview ISD  
Galena Park ISD  
Goose Creek CISD  
Houston ISD  
Humble ISD  
Pasadena ISD  
Sheldon ISD  
Charter Schools (East)  
Daycares (East)  
Private Schools (East)  

Alvin ISD  
Conroe ISD  
Cypress-Fairbanks ISD  
Fort Bend ISD  
Katy ISD  
Klein ISD  
Lamar CISD  
Magnolia ISD  
Needville ISD  
Pearland ISD  
Royal ISD  
Spring Branch ISD  
Spring ISD  
Stafford MSD  
Tomball ISD  
Waller ISD  
Charter Schools (West)  
Daycares (West)  
Private Schools (West)

Thank you again for choosing HMNS for your field trip; we look forward to your visit! If you have any questions, please do not hesitate to contact your field trip representative or our main line at (713) 639-4659.