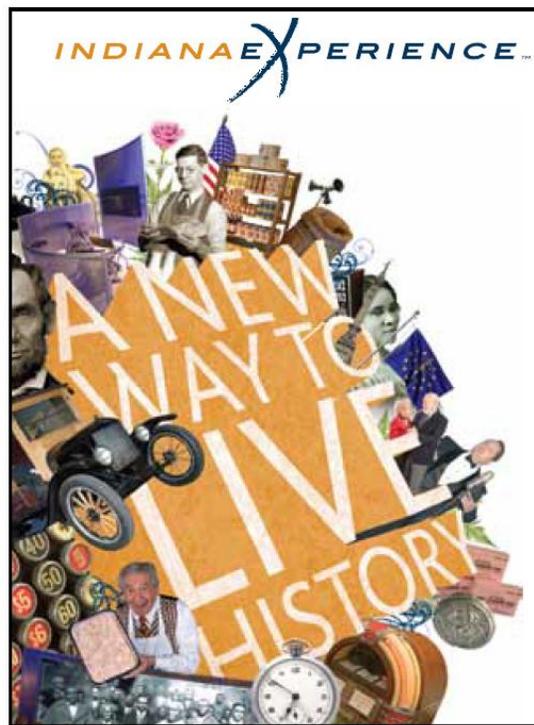


PREVISIT INFORMATION PACKET

Student and Youth Group Visits

Eugene and Marilyn Glick Indiana History Center

Indianapolis



To schedule a tour and to learn more about what we have to offer your group,
please call (317)234-7384 or email reservations@indianahistory.org



Table of Contents

Information for Student and Youth Group Leaders	1
Getting to the Eugene and Marilyn Glick Indiana History Center	2
Cancellation and Refund Policy	3
Check-In/Arrival Information	3
Chaperone Guide	4
Youth Group Visit Boxed Lunch Order Form	5

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Information for Student and Youth Group Leaders

- Prior to your arrival at the Eugene and Marilyn Glick Indiana History Center, please **divide the group** into smaller groups of 10 to 15. (Numbers will depend on the total number of participating students.) Please divide the groups by ages if there is a wide age range (i.e. Group A –ages 6-8, Group B – ages 9-11, etc) Groups will visit experiences on a rotating **schedule** that will be provided upon arrival at the History Center.
- Please have each member of your group wear a **nametag**. This will assist our facilitators as they interact with group members.
- Please **arrive on time**. Your visit has a **schedule** and we build in an orientation time to stow lunches and coats.
- Please understand that if you arrive **late, you may miss part of your tour**. We will do everything we can to accommodate the late start.
- Park in the lot located at the rear of the building off **New York Street**. Pull a ticket from the parking-lot kiosk to raise the gate. Make sure to bring the ticket with you so it can be **validated for free** parking at the Welcome Center desk. Enter the building through the east doors under the overhang near the canal. Drivers will need to present their ticket to exit the lot. If the ticket has not been validated at the Welcome Center, a parking fee will be charged.
- **Wristbands** will be sent to you ahead of time. Please see that each member of your group has a wristband on before entering the building.
- Check in your group at the Welcome Center desk. **Payment is due at the time of the visit**. Your confirmation letter will specify the amount owed. Please note that if you prepay and do not bring as many youth and adults as you registered, History Center staff will fill out a refund request, and a refund will be mailed to you. Please let us know in advance of your visit if an invoice is required.
- Indoor **lunch space must be reserved** in advance. Groups are always welcome to eat on the canal steps or green space (tables are reserved for Stardust Terrace Café patrons). In the event of inclement weather, indoor lunch space may not be available unless previously reserved.
- History Center guests are sometimes **photographed and videotaped** for use in Indiana Historical Society promotional and educational materials. If you have any students or parents who object to this, please contact us at (317) 234-7384.
- Please stress to your group the importance of being **respectful** of the experiences, other guests and each other.
- **Treat objects with care**. While we encourage students to explore the spaces and touch materials, we request that they still treat objects with care. This is especially important when dealing with materials in the library.
- **Students disrupting** the experience of others or endangering the exhibits **will be asked to leave** the space.

Getting to the Eugene and Marilyn Glick Indiana History Center

From the North

Take I-65 South and exit at the Martin Luther King Jr. Street/West Street exit (exit 114). Continue south on West Street for about three-quarters of a mile. Turn left on New York Street. The entrance to our parking lot will be on your right.

From the South

Take I-65 North, and then change to I-70 West. Go west for just under one mile and exit at West Street (exit 79A). Turn right onto West Street/Missouri Street and continue north for about a mile. You will pass the History Center building on Ohio and West streets. Make a right at the next stop light, which is New York Street. The entrance to our parking lot will be on your right.

From the East

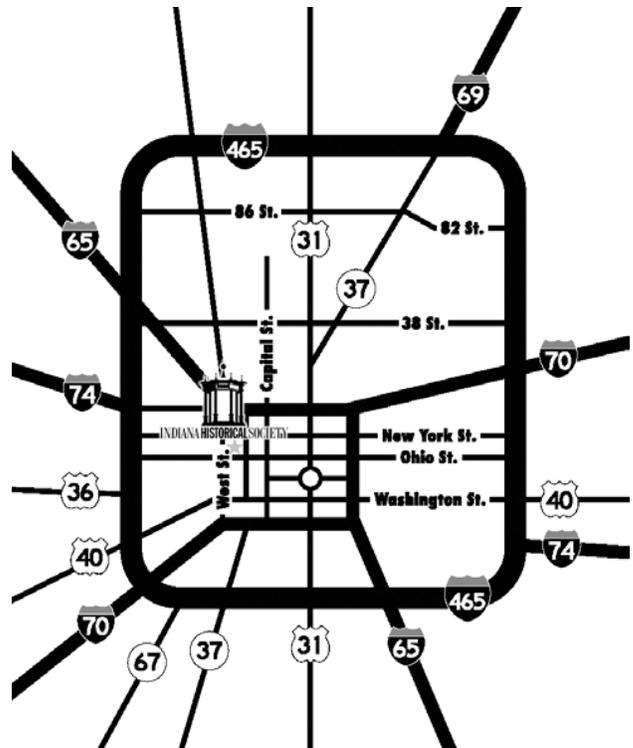
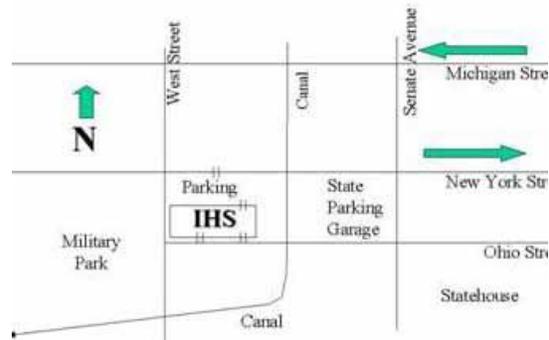
Take I-70 West and then change to I-65 North. Pass the first exit, go to the far-left lane and exit at the Martin Luther King Jr. Street/West Street exit (exit 114). Continue south on West Street for about three-quarters of a mile. Turn left onto New York Street. The entrance to our parking lot will be on your right.

From the West

Take I-70 to the West Street exit (exit 79A). Make the first possible left (north) onto West Street/Missouri Street and go about a mile. You will pass the History Center building on Ohio and West streets. Make a right at the next stop light, which is New York Street. The entrance to our parking lot will be on your right.

Bus Parking

Buses may stop near the History Center entrance to unload, but should then pull into a designated bus parking space on the north side of the parking lot (bordering New York Street).



Cancellation and Refund Policy

- Please notify the Indiana Historical Society of a cancellation or change in group numbers as soon as possible by calling (317) 234-7384 or e-mailing reservations@indianahistory.org.
- We recommend paying the day of your visit; however, if advance payment is necessary or if the school must prepare a check in advance and actual group numbers differ from the number of participants registered, you must request a refund upon check-in at the Welcome Center desk. Welcome Center staff will complete a refund request form and a check will be mailed after this form has been processed. Please call ahead of your visit if you require an invoice.

Check In/Arrival Information

- Please enter the building through the east doors under the overhang near the canal.
- **Check in at the Welcome Center desk.** Welcome Center staff will process payment and provide you with a receipt.
- We recommend **paying** the day of your visit. Your confirmation letter will specify the amount owed. This will allow for accommodation of student absences.
- Please see that each member of your group has a **wristband** on **before** entering the building.
- Group participants may leave coats, backpacks and lunches in the group's lunch area or in the coat check area for the duration of the visit.
- Please ensure that the larger group is **divided into small groups** as described in the "Information for Student and Youth Group Leaders" section on page 1 of this packet. Each group must be accompanied by at least one chaperone.
- An IHS staff member or volunteer will greet your group and provide an **orientation** and information about the group's **schedule**.

Chaperone Guide

Thank you for agreeing to chaperone a field trip to the Eugene and Marilyn Glick Indiana History Center. As a chaperone, you are an important part of the learning process. By following the guidelines below, you can help to make your students' visit fun and meaningful.

- There should be one chaperone for every **10 students**.
- Please **stay with your group** at all times.
- Know the **names and faces** of the students in your group and make sure that they know your name. Do an occasional head count, especially as you move to a new area.
- Please ensure that your group is **respectful** of the experiences, other guests and each other.
- Please make sure that food and drink (including candy and gum) stay only in the lunchroom. **Food and drink are not allowed** in the exhibits.
- **Encourage students to ask thoughtful questions. (See Suggested Questions section)**
- **Assist** students with INvestigation Stations, History Lab activities and hands-on experiences in the You Are There galleries.
- IHS staff or volunteers are happy to answer questions. If there is an **emergency**, such as an injury or lost child, please notify a staff member immediately.
- **Restrooms** are located on the Canal Level near the classrooms and on the Main Level across from the Destination Indiana experience.
- **Treat objects with care.** While we encourage students to explore the spaces and touch materials, we request that they still treat objects with care. This is especially important when dealing with materials in the library.
- **Students disrupting** the experience of others or endangering the **exhibits will be asked to leave** the space.

- Please check with the school's group leader to see if your group will be visiting the Basile History Market. We welcome school groups in the History Market as long as they remain with their chaperones. Please allow no more than 15 students in the History Market at a time.

Suggested Questions....

- In the You Are There experiences, you will meet interpreters playing the roles of people from specific years in the past. Ask them about their daily lives and activities, the objects in the spaces and life in Indiana at the time.
- At the INvestigation Stations, ask facilitators to help you understand what a primary source is, how to look for clues in different kinds of sources and how to piece clues together to learn the story of the past.
- Ask facilitators in the History Lab questions such as: "What does science have to do with history?" "What is conservation?" or "How can I conserve specific items?"
- In Destination Indiana, ask facilitators about the fashions, leisure activities, types of transportation, events, buildings or locations pictured in the photographs.

Eugene and Marilyn Glick Indiana History Center Youth Group Visit Boxed Lunch Order Form

School: _____
Contact Teacher: _____ Grade: _____
Phone: _____
E-mail: _____
Date of Visit: _____

Total Number of Lunches (students and adults): _____

Delivery Time (15 minutes before desired lunch time): _____

Boxed Lunch Selections at \$5 each. Less than 20 guests, allow one sandwich selection.

***Pricing based on a 10 person minimum.**

1. Turkey and Cheese Sandwich
2. Peanut Butter and Grape Jelly

Each Box Lunch includes chips, whole fruit, cookie, and choice of beverage.

Option 1–Sandwiches: Total: _____

Option 2–Sandwiches: Total: _____

Beverage Selection:

2 % Milk Total: _____

Skim Milk Total: _____

Bottled Water Total: _____

Total number lunches: _____ @ \$5 each = \$ _____

Submit request to: Susie Wolfley: swolfley@indianahistory.org

Coordinator, Reservations and Visitor Services, Indiana Historical Society, Eugene and Marilyn Glick
Indiana History Center, 450 West Ohio Street, Indianapolis, Indiana 46202-3269

Or fax request to: (317) 234-0175

Make checks payable to:

Hoaglin Catering (A separate check from History Center admission fees)

Attendance Guarantee

Hoaglin Catering requires that a guaranteed minimum for attendance be given 7 days prior to the event date.
After this date, but within 72 hours of the event, the guest count may increase but not decrease.

Cancellation

If the event is cancelled for any reason less than 72 hours prior to its scheduled date, the client shall pay
100% of the most recent estimated invoice amount.