

Guest  
Experience

# Field Trip Guide

A teacher's preparation guide for school groups





## Inside the Guide

The information contained in this Field Trip Guide is curated to make a visit to the ALPLM enjoyable for everyone. The Guest Experience Team encourages all teachers to read this guide and provide chaperones with pertinent information prior to arrival. If questions arise, please contact the Group Tours office at 217-558-8939.

<b>CHAPERONE INFORMATION .....</b>	<b>3</b>
<b>TIPS FOR A WELL-ORGANIZED VISIT .....</b>	<b>4</b>
<b>Before the trip .....</b>	<b>4</b>
<b>Day of museum visit .....</b>	<b>5</b>
<b>What's inside the museum .....</b>	<b>6</b>
<b>TEACHER RESOURCES .....</b>	<b>7</b>
<b>STUDENT ADMISSION TICKET .....</b>	<b>8</b>



## CHAPERONE INFORMATION

From industry experts to TripAdvisor reviews, the Abraham Lincoln Presidential Museum ranks as one of the best museums in the nation. We are as excited to share our museum with your students as you are!

As a chaperone, you have an important role on a field trip. You are the difference between “That was so cool!” and “Eh. It was alright.”

### #1 Most Important Rule

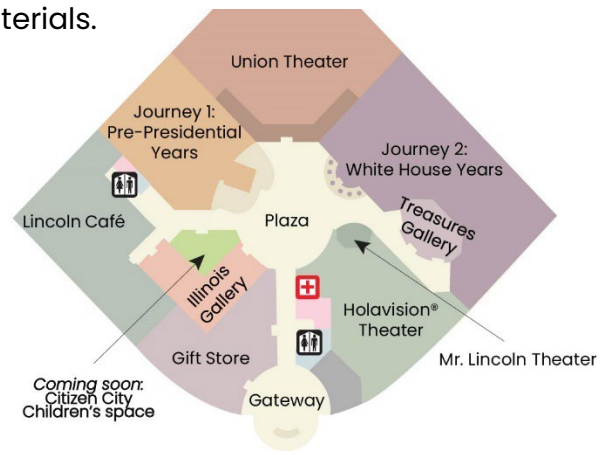
From the moment you enter the museum until you leave, students must be with their assigned chaperones. Always keep them in sight. Violation of this rule could result in termination of your visit.

### Museum Rules:

- Students should leave backpacks, large bags, umbrellas, jackets, electronics, and other personal items on the bus.
- Chaperones needing to keep their bags must stop by security for inspection.
- Food, beverages, candy, and gum are prohibited.
- The museum is a smoke-free facility.
- Non-flash photography is allowed in most areas of the museum.
  - When in doubt, ask museum staff for permission. If you cannot take a photo without the flash, please do not use your camera/phone as the light can cause permanent damage to artifacts on display.
- Cellphones should be silenced or turned off. Anyone who disrupts darkened theaters may be escorted out by museum security.
- Please help protect the exhibits and artifacts—look with your eyes, not your hands. The oils from your hand can degrade the historical materials.

**NOTE:** The museum is monitored by video surveillance.

**Wifi Network:** ALPLM\_Guest  
**Password:** Lincoln1860!



We suggest sending [this page](#) to your chaperones.



Abraham Lincoln  
PRESIDENTIAL LIBRARY AND MUSEUM



## TIPS FOR A WELL-ORGANIZED VISIT

### BEFORE THE TRIP

#### Book your day with *Visit Springfield*

- Visit Springfield coordinates school trips for most of the Historic Sites in Springfield. The museum requires groups of 15 or more to book through [Visit Springfield](#).
- Groups under 15 need to contact our Group Tours office at 217-558-8939 for available options.

June – February: students with school groups receive free admission.

March – May: a nominal charge of \$4 per student is charged for admission.

Field trip scholarship application and requirements can be [found on our website](#).

#### Designate Chaperones

One chaperone for every ten students is required for admission. Chaperones within this ratio, aides accompanying students requiring assistance, and bus drivers are admitted at no charge. Additional chaperones are welcome but must purchase admission at regular rates.

#### Print and Complete the School Group Admission Ticket

- The “SCHOOL GROUP ADMISSION TICKET” must be signed by the chaperone and is required for entry into the museum.
- Each bus must have its own admission ticket (on the last page of this document) with the correct number of students and chaperones listed.
- Bring completed School Group Admission Ticket with you on the day of your visit.

**NOTE:** We round up for chaperone ratio. For instance, if you are bringing 42 students, 5 (five) chaperones will receive free admission.

**If you are bringing more than 1 chaperone for every 10 students, please collect the money ahead of time and designate one person to purchase all additional tickets.**



## DAY OF MUSEUM VISIT

### Arrival and Departure

Bus drop-off is on the South side of the museum on Jefferson Street (one-way West).

- Please stay on your bus until a staff person greets you.
- Plan to arrive 15 minutes prior to your scheduled tour time. Arriving late may result in an adaptation or forfeiture of your visit.

Buses pick up students on the West side of the Museum on 6th Street (one-way North).

### Parking

The parking garage entrance is located on 6th Street, between Madison and Mason Streets: 501 E. Madison Street. **Spaces for buses and RVs are available adjacent to the parking garage on the north side.** If arriving via the Clear Lake exit, turn right on 6th Street, get in the left lane. Cross over Madison Street, the parking garage and bus lot is on your immediate left.

The bus driver may request a free parking validation for exiting the lot. They will need to take an entry ticket from the lot kiosk. Upon exiting the lot, scan the entry ticket first before scanning the validation.

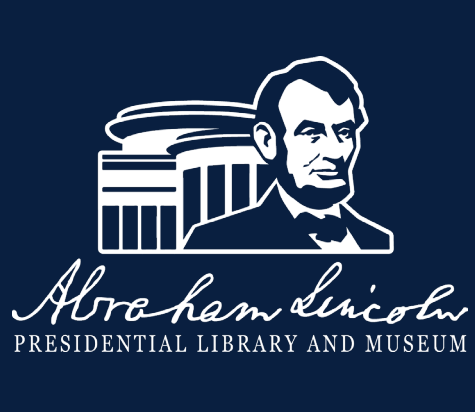
### Lunch

Boxed lunches can be purchased from the Lincoln Café for \$10 each. With advanced notice, food can be made kosher and allergen friendly. Lunches include sugar free apple sauce, baked chips, oatmeal raisin cookie, and bottled water or no sugar added apple juice. Box options:

- Turkey & Cheese – Roasted turkey and cheddar cheese on whole wheat bread
- PB&J – Natural peanut butter and organic grape jelly on whole wheat bread
- Ham & Cheese – Ham and Swiss on whole wheat bread
- Garden Salad – Romaine lettuce, diced tomatoes, cucumbers, and cheddar cheese served with dressing of choice

Groups ordering box lunches may eat in the cafe courtyard.

Union Square Park, across from the Museum, has picnic tables available on a first-come first-served basis, some are located underneath an overhang. Sack lunches must be left on the bus or checked; food is not allowed in the Museum.



## WHAT'S INSIDE THE MUSEUM?

### Theaters

The museum has two theater productions:

*Ghosts of the Library* (9-minutes)

*Lincoln's Eyes* (17-minutes) \*Contains strobe lights and loud noises

Show times are posted at each theater. Plan to arrive five minutes early. **No admittance after the show begins.** Cellphone use is prohibited in darkened theaters.

### The Journeys

The Museum has two permanent exhibits:

*Journey One, The Pre-Presidential Years*

*Journey Two, The White House Years*

From his early days in a log cabin to his life as president during the American Civil War, explore the life of Abraham and his family through immersive environments and multi-media presentations.

### Illinois Gallery

The Illinois Gallery is home to our temporary exhibits, traditionally changed annually. Visit our website for current exhibits.

### Treasures Gallery

Examine a variety of artifacts from the Lincoln Administration, personal items that belonged to the Lincoln family, Civil War artifacts, and much more.

### Museum Store

Students are invited to visit the museum store when accompanied by their chaperone. We recommend the store as the last area to visit.



## TEACHER RESOURCES

We view a field trip as an extension of your classroom, and we offer resources to prove it!

A variety of programs are available to [enhance your class visit](#): Engage the Historians, Hands-On History, Research in the Library.

Learn more about the ALPLM's exhibit guides, lesson plans, teaching guides, and additional classroom materials on our [Educator Resources page](#).

To ensure the best experience for your students, ALPLM encourages educators to review our Exhibit Guides and preview the exhibits before your school visit. To facilitate your pre-visit, we provide a complementary Educator Pass [complementary Educator Pass](#). The pass must be accompanied by a valid teacher identification card or a letter from your administrator on school letterhead. Pass is not valid for admission on the day of your field trip.

Our History Detective activity engages students throughout their visit. Digital worksheets are [available on our website](#).

To help students sensitive to different environments, we have developed a [pre-visit preparation packet](#) that ranks areas of the museum based on their potential to overstimulate.



# Student Group Admission Ticket

Complete on day of visit for accurate count of students  
One form for each bus

Date of visit:

Scheduled time of visit:

Name of school:

School Zip Code:

Group leader name:

Group leader cell phone number:

Group leader email:

<b>Number of students:</b>	<b>X \$4</b> each March–May <i>Free June–February</i>	= \$
<b>Number of adult chaperones:</b> <i>1 adult for every 10 students, rounded up</i> <i>Example: 11 students may have 2 chaperones</i>	Free	= \$ 0
<b>Number of additional adults:</b> <i>All adults are responsible for group behavior</i>	<b>X \$15</b> each additional	= \$
<b>Number of aides:</b> <i>Accompanying student with special needs</i>	Free	= \$ 0
<b>Total Due Prior to Entry:</b>		<b>= \$</b>

By signing below, I agree I have read and understood the information provided in the field trip guide.

Group leader signature:

Bus drop off on Jefferson street. Please wait on bus until greeted by staff.

Bus pick up on 6<sup>th</sup> street.

**Thank you for visiting the Abraham Lincoln Presidential Library and Museum!**