

*I have submitted
my field trip request form.
Now what?*

Confirmation

Using the information supplied on your Field Trip Request Form, an IKEducator will contact you to create a custom field trip schedule to fit your available time, student numbers, and activity requests. If you do not hear from us within one week, please contact us – something must have gone awry and we do not want to miss the opportunity to serve you!

Chaperones

We do ask that you provide at least **one responsible adult for every ten students**. One adult per five children is admitted free in exchange for their active participation in supervising the students. Additional adults or other children are charged the regular admission price. If your number of chaperones exceeds the 1:5 ratio, arrangements need to be made with them as to who will be purchasing ticket and who receives the free tickets. This can cause an unpleasant situation if left until arrival. Please distribute the "Helpful Hints for Chaperones" to each chaperone and make sure they know what is expected of them.

Transportation and Arrival

Be sure to follow your school's procedures to request transportation for your field trip. Please be knowledgeable about the amount of time it takes for a school bus to drive to Abilene, Kansas. Include extra time for the unexpected bathroom break, road construction, etc. so that you **arrive 10 - 15 minutes prior to the start of the first activity on your field trip schedule**. Upon arrival, that time will be needed to check in, allow your group to use the restrooms if needed, and be welcomed by an IKEducator. Arriving at the same time your first activity should be starting often results in having to miss the activity. For example, groups cannot enter the movie or home tour after it has started. If you are running late, please give us a call (785-263-6771) so we can try to make adjustments.

Lunch

School groups with sack lunches are welcome to eat at the picnic tables located on our spacious lawn. In the event of inclement weather, an alternative indoor lunch area will be provided. Abilene also has several area restaurants to serve your lunch needs. For a free pizza lunch, check out Ike's Field Trip Fund on our website.

Final Preparations

Please review the field trip program schedule you will receive via email from IKEducation.

Contact our Field Trip Coordinator if you have any questions or changes.

785-263-6771 or BWoodworth@EisenhowerFoundation.net

Helpful Hints for Chaperones

Our team of IKEducators are excited to work with your students at the Eisenhower Presidential Library, Museum, and Boyhood Home! Please take a moment to review these helpful hints with the chaperones* accompanying your group to ensure a fun and memorable experience.



Keep an eye out!

Please supervise the students you are chaperoning and stick together at all times.



Hands off, buddy!

Even small hands can unintentionally do big damage. Please refrain from touching the exhibits or writing on worksheets up against the exhibits. Pencils are the only writing utensil allowed in the museum.



Take it slow!

Enjoy the exhibits and remind students to walk at all times while inside the buildings.



Food for thought!

Help us preserve history by leaving food, drinks, and gum outside the buildings.



Say Cheese!

We encourage you to take photos of the exhibits and post on social media. However, please do not use a flash or selfie stick.

*One adult per five students will be granted free admission in exchange for their *active supervision*. Any additional adults and any siblings are expected to purchase a regular admission ticket upon arrival.



MAP OF THE EISENHOWER PRESIDENTIAL LIBRARY, MUSEUM, AND BOYHOOD HOME

