

CHAPERONE* AGREEMENT

*The term “chaperone” refers to any adults who are actively supervising students. This might be other classroom teachers, paraprofessionals, administrators, parents, or volunteers.

This form is due before or upon your arrival at the campus of the Eisenhower Presidential Library. Affirmative checkmarks or initials, and a signature are required by one chaperone designated to supervise every 10 or less students.

Your willingness to be a chaperone is much-appreciated. Without assistance from adult chaperones, this field trip would not be possible. If you have any limitations that may minimize your ability to carry out the responsibilities, please discuss this with the Lead Teacher (Adult in Charge) prior to the trip. Chaperones are not allowed to bring extra children or adults.

To assist us in making this a positive experience for all, we are requesting the following:

- ◆ If any type of emergency arises, report it to the closest IKEducator and the Lead Teacher.
- ◆ Chaperones should immediately alert the Lead Teacher if:
 - A student becomes ill or injured, unmanageable in any way, will not stay with the group or follow your directions, is lost from the group.
 - Another Chaperone seems to be in need of assistance.
- ☐ The Lead Teacher and I have exchanged names, cell #'s, and how to be contacted during the entirety of the field trip.
- ☐ I have read through the Helpful Hints of behavior expectations and am willing to enforce them.
- ☐ I have a campus map that I am able to follow to lead students from one session to the next.

Field Trip Chaperones are assigned to 10 students or less and should conduct “head counts” at the start and finish of each session. You are responsible for their safe whereabouts and appropriate behavior throughout the field trip. The Lead Teacher must provide you with the names of the students you are responsible for (“Roll Call” sheets), as well as any relevant information that you need to know to keep the children safe.

- ☐ The Teacher in Charge has provided the above student information to me.
- ☐ I have read, understand, and can perform the responsibilities of a field trip supervisor:

Your printed name

Your signature

Date

Thank you for your assistance in making this a safe and positive experience for all students!

Helpful Hints

aka Behavior Expectations

This campus is run and regulated by the U.S. Federal Government, Department of National Archives. Visitors are supervised on camera by a security team at all times. Please take a moment to review these helpful hints (aka behavior expectations) to ensure a fun and memorable experience.



Stick Together

Teachers, chaperones, and students must stay together at all times.



Keep an eye out!

Please keep an eye out for other visitors enjoying the Eisenhower Presidential Museum. Do not cut in front of them or interfere with their visit.



Take it slow!

Enjoy the exhibits and remember to walk at all times while inside the buildings. No rough-housing is allowed.



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.



Food for thought!

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

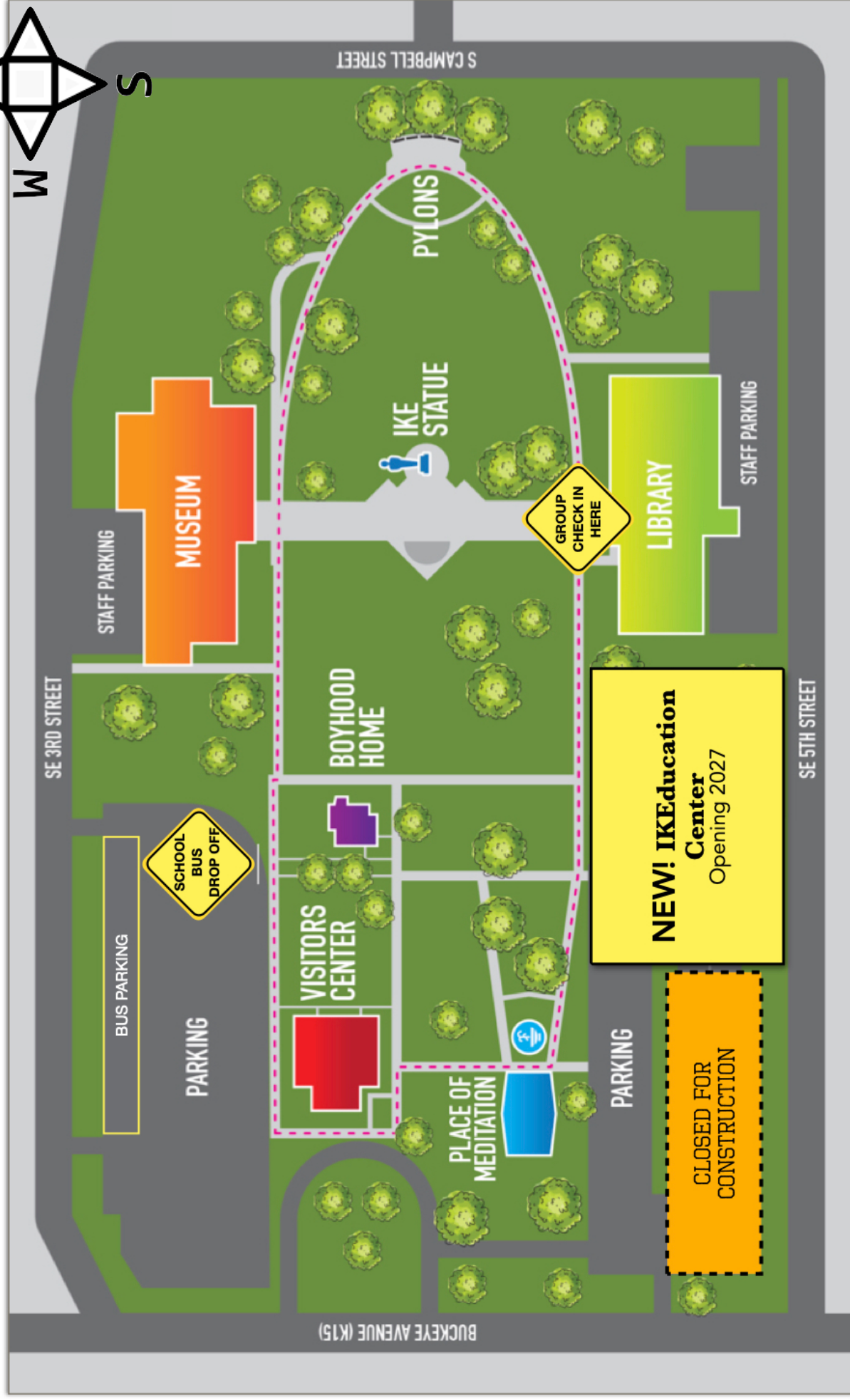
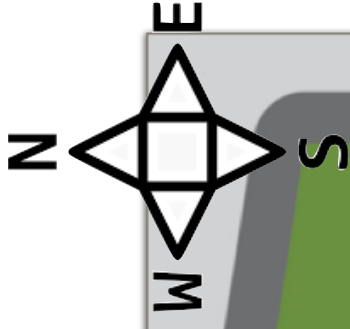


Say Cheese!

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



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