



IKEEDUCATION

2026-2027 SCHOOL YEAR

INFORMATION AND REQUIRED FORMS

ONSITE FIELD TRIP PACKET

IKE

★★★★★
EISENHOWER
FOUNDATION

YAY, IT'S YOU!

IKEducation is excited to provide you and your students with a unique educational experience at the Eisenhower Presidential Library, Museum, and Boyhood Home. The pages of this packet include helpful information and required forms. Even if you've visited in the past, please read through this packet carefully as things may have changed. **Your field trip will not be able to commence until all required forms are affirmatively completed and turned in.**

CONTENTS

Before the Big Day	3
What to Expect When You Arrive	4
Lead Teacher Agreement*	5
Roll Call*	6-8
Chaperone Agreement*	9
Helpful Hints	10
Map	11

*** These pages must be completed and submitted to IKEducation.**

BEFORE THE BIG DAY

☐ Transportation

Be sure to follow your school's procedures to request transportation to/from your field trip. We ask that you forward the "Transportation Directions" to the appropriate person so that it gets to the bus driver. 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 your students do not have to miss out on any of their scheduled activities. If the cost of transportation is standing in the way of your field trip, check out Ike's Field Trip Fund on our website. Our driving address is 400 S. Buckeye Ave, Abilene, KS.

☐ Lunch

Thanks to our generous donors, we are able to provide a free pizza lunch for schools who qualify. Each student is allotted three slices of cheese, pepperoni, or beef pizza along with a bottle of water. Any student dietary needs or restrictions are the responsibility of the school and lead teacher. There is not an alternative option. Adults outside of the 1:5 ratio (see Chaperone paragraph below) are **not** included in the free lunch. They need to make their own lunch arrangements.

If schools or students would prefer to bring their own sack lunches, an indoor, non-refrigerated storage place will be available. An indoor eating area is provided, but groups are also welcome to eat on the grounds of our spacious campus.

☐ Chaperones*

We do require that you provide at least **one responsible adult to actively supervise every ten students**. One adult per five children (1:5) is admitted free. No more adults above the 1:5 ratio may accompany your group through its activities. Chaperones should NOT bring other/extra children or adults. Make sure every chaperone has been given a "Chaperone Agreement" (pg 9) and knows what is expected of them before they agree to come along. Be sure any student with special needs has an informed and qualified chaperone. Signed Chaperone Agreements must be provided upon arrival.

If your number of chaperones exceeds the 1:5 ratio, **additional adults** must purchase regular admission price tickets to visit the campus facilities, and may NOT attend the Boyhood Home tour at the same time as students due to space and preservation rules. Prior communication with chaperones needs to be made as to who will receive free tickets and be expected to actively supervise students versus those who will be expected to purchase tickets and do their own thing. This can cause a very unpleasant situation if left until arrival. Extra adults are not included in the free pizza lunch; they need to make their own arrangements.

☐ Required Agreements

1. The "Lead Teacher Agreement" (page 5) is due **prior** to your field trip. You will be able to hit a submit button at the end of this packet.
2. The "Roll Call" sheets (pgs 6-8) and the "Chaperone Agreements" (pg 9) are due upon arrival.

☐ Final Preparations

You will be walking outside between buildings, so take a look at weather predictions. Prepare students and chaperones to dress in layers, if needed, to be comfortable both inside and out. Backpacks and water bottles are not allowed in the buildings of the Presidential Library and Museum. Students must leave them on the bus.

WHAT TO EXPECT WHEN YOU ARRIVE

The drop-off point for students is not the same as previous years. Please inform your bus driver that the drop-off point is northeast of the Visitor's Center at the curved corner in the parking lot. See map on page 11. Bus parking spaces are also shown on the map.

Upon arrival, **lead your group to the Eisenhower Presidential Library**, NOT into the Visitors' Center (see map on page 11 if needed) where an IKEducator will greet you at your scheduled arrival time. Time has already been allotted in your schedule to complete arrival logistics. During that time, an IKEducator will:

- point the way to the restrooms,
- show you where lunches* may be stored,
- show you to our welcome space where all the students should be seated while you and the other adult chaperones meet with an IKEducator.

Next, the IKEducator(s) will:

- collect and make copies of the required Roll Call pages,
- collect the required Chaperone Agreement pages,
- distribute adult bags that will include materials needed for the day, and
- finally, everyone will be dispersed by Roll Call groups to begin their learning experiences.

Please note that **arriving late** often results in having to miss activities. For example, groups cannot enter the movie or home tour after it has started. If you are running late, please give us a call (785-280-9531).

If you **arrive early**, you are welcome to explore the outside areas of our campus and take a group photo. Our campus buildings (and restrooms) open their doors to the public at 9:00 am. Casey's convenience store is just across the street (Buckeye Ave./K-15) and to the north of the Catholic church if you have a bathroom emergency before our buildings are open.

*Lunches: The indoor space where lunches may be stored is at room temperature; it is not refrigerated. Make sure lunches are labeled for easy identification by you and/or the student.

Contact our IKEducation Scheduling Coordinator if you have any questions or changes.
iked1890@EisenhowerFoundation.Net or **785-280-9531**

LEAD TEACHER AGREEMENT

This page must be submitted to IKEducation prior to your field trip. You will have the opportunity to hit a submit button at the end of the packet, or you can email it to iked1890@eisenhowerfoundation.net.

Teacher in Charge printed name

Phone # at which the Teacher in Charge will
be available for the duration of the field trip.

School Name

Total # of Students

Total # of Chaperones

(1 supervisor : 10 students required)

- ☐ I will complete the “Roll Call” (pgs 6-8) to organize my students and chaperones into groups and provide the required contact information to everyone involved.
 - *Your final number of students needs to be divided into groups of 20 students or less.*
 - *Each group needs to be further divided into subgroups of 10 students or less. Each of these subgroups must have an adult chaperone assigned to stay with and be responsible for them.*
- ☐ I will provide copies of the relevant “Roll Call” (pgs 6-8) to each adult chaperone on the field trip. This can be done via any format (paper, digital copy, screenshot) as long as it is *in a format that the chaperones are able to refer to it at any time* during their time on the campus of the Eisenhower Presidential Library and Museum. I will also provide a copy of the Roll Call sheets to IKEducation upon arrival.
- ☐ I understand that no more than 1:5 adult chaperones may accompany field trip activities with the students, that chaperones may not bring extra children or guests, and that it is my responsibility to communicate the limitations to any "additional adults" who accompany the group. (See page 3)
- ☐ I will provide a “Chaperone Agreement” (pg 9) to each chaperone to be completed and turned in to IKEducation. I will make sure I have provided all necessary information to each chaperone.
- ☐ On the morning of the field trip, I will be sure to cross out any students who are unable to attend and/or add new students who may have joined and make sure all chaperones have also received this information. I will inform students of which group they are in, according to the roll call sheets. Upon arrival, I will also provide any updates to the IKEducator who greets me.
- ☐ I have read the above requirements and understand that *having this information is a safety requirement.*
Should any emergency occur, I must be able to be quickly and accurately account for all students and adults.
- ☐ Out of respect for donor generosity, I will contact IKEducation prior to the field trip if more than 5 field trip attendees are absent or bringing sack lunches so that facilitators and pizza lunches can be reduced. Please call or text 785-280-9531.

Signature of Teacher in Charge
IKEEDUCATION FIELD TRIP PACKET

Page 5

Date

ROLL CALL

Lead Teacher Name _____ Cell # _____

School Name

Total # of Students

Total # of Adult Chaperones

Chaperone Names	Group 1		Group 2	
	Sub-group A	Sub-group B	Sub-group C	Sub-group D
	Chaperone Name	Chaperone Name	Chaperone Name	Chaperone Name
	Contact #	Contact #	Contact #	Contact #
Student Names	1	11	1	11
	2	12	2	12
	3	13	3	13
	4	14	4	14
	5	15	5	15
	6	16	6	16
	7	17	7	17
	8	18	8	18
	9	19	9	19
	10	20	10	20

ROLL CALL

Lead Teacher Name _____ Cell # _____

School Name _____

Total # of Students _____

Total # of Adult Chaperones _____

Chaperone Names	Group 3		Group 4	
	Sub-group A	Sub-group B	Sub-group C	Sub-group D
	Chaperone Name	Chaperone Name	Chaperone Name	Chaperone Name
	Contact #	Contact #	Contact #	Contact #
Student Names	1	11	1	11
	2	12	2	12
	3	13	3	13
	4	14	4	14
	5	15	5	15
	6	16	6	16
	7	17	7	17
	8	18	8	18
	9	19	9	19
	10	20	10	20

ROLL CALL

Lead Teacher Name _____ Cell # _____

School Name _____

Total # of Students _____

Total # of Adult Chaperones _____

Chaperone Names	Group 5		Group 6	
	Sub-group A	Sub-group B	Sub-group C	Sub-group D
	Chaperone Name	Chaperone Name	Chaperone Name	Chaperone Name
	Contact #	Contact #	Contact #	Contact #
Student Names	1	11	1	11
	2	12	2	12
	3	13	3	13
	4	14	4	14
	5	15	5	15
	6	16	6	16
	7	17	7	17
	8	18	8	18
	9	19	9	19
	10	20	10	20

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 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
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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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