

To ensure a safe, educational, and fun visit for your entire group, please review and follow these guidelines:

## Prior to Your Visit

1. Recruit chaperones: One adult is required for every 10 guests age 16 and under. A photo ID is required for guests age 18 and over.
2. Divide and conquer: Split your class into smaller groups and assign a chaperone to each group.
3. Stand out: Make nametags that include your school/ organization's name and your students' names. Alternatively, plan to wear the same color shirts if possible.

## Arrival and Check-In

1. Bus drivers may drop off guests at the main entrance in front of the building on Byrd St.
2. A Law Enforcement Unit (LEU) staff member will greet each bus and give directions upon your arrival. Please stay on the bus until directed to proceed into the building.
3. The group leader should go directly to Pavilion 1 as directed by LEU for check in. The leader must have an accurate count of teachers, chaperones, and guests.
4. Coats, hats, umbrellas, and tote bags may be stored in the closet at the front of the exhibit area.

## In the Experience

1. Have fun! Our exhibits are interactive and that means you will need to touch, look, and listen to truly experience all that The Fed Experience has to offer.
2. Wear nametags.
3. Students must stay with their assigned group/chaperone at all times.
4. Food, beverages, and gum are not allowed in The Fed Experience. Please leave them on the buses or dispose of them in the receptacles before entering the building.
5. Please silence cell phones while in The Fed Experience.
6. Please be considerate and respectful to the staff and to one another while in the exhibit. For your safety and the safety of the group, please do not run outside the Bank or in the exhibit.
7. Photography is not allowed in The Fed Experience. This includes photos taken by cell phones, digital cameras, or video cameras. Note: Teacher photographs documenting class visits in The Fed Experience may be arranged with the Exhibit Specialist prior to arrival.
8. Comply with all directions given by the Law Enforcement Unit and the Exhibit Specialist.
9. In case of an emergency, immediately notify the Exhibit Specialist or staff or a Law Enforcement officer.
10. Any individual or group whose behavior is disruptive will be asked to leave the exhibit.

## Guidelines for Teachers and Chaperones

One adult chaperone is required for every 10 students in the Exhibit. Chaperones are responsible for their students' behavior and adherence to the guidelines while visiting. Please review appropriate guidelines with students.

- BE SURE TO COUNT YOUR STUDENTS before you arrive and before you leave the building.
- You are welcome to join in discussions, encourage students' participation and help students relate activities to what they have been studying. However, please do not answer questions that are intended for the students.
- Teachers and chaperones are responsible for maintaining discipline as you would in the classroom.
- For their own security, please be sure the students know the names of the adults in charge of their group.
- Students must remain in chaperoned groups during the visit. It is the responsibility of the chaperone to stay with the group and to keep their student group together.