



Air Force One Discovery Center Teacher Agreement – 2016-2017

PLEASE PRINT ONE COPY OF THIS DOCUMENT PER TEACHER AND RETAIN FOR YOUR RECORDS

PROGRAM MISSION

The Air Force One Discovery Center, generously sponsored by the Donald W. Reynolds Foundation, has been designed specifically for students in grades 5 – 12 and is unlike any other field trip they may have experienced in the past. This is a free, curriculum-based program with **pre-visit requirements**. The mission of the Air Force One Discovery Center is to develop an understanding of the responsibilities and challenges faced by leaders in our government, military, and press corps. Our credentialed educators provide guidance as students participate in a historical international crisis which requires analytical thinking, communication, cooperative learning, and debate.

CHAPERONE POLICY

Teachers are considered adult chaperones, so count all teachers first before adding parents!

Inside the Discovery Center

- 3 adults per group will accompany the students inside the Discovery Center: (1) in the Oval Office, (1) in the Command Decision Center, and (1) in the Press Room assuming all three modules are used (Groups with 25 students or less will not fill all three modules). Please note that in an effort to maximize space and allow as many students as possible to experience the Discovery Center, we cannot guarantee each class will be their own group and in some cases, classes may need to combine. *Example: The Discovery Center seats a max of 45 students per group. Therefore a school bringing (3) three classes of 28 students each will only be TWO GROUPS as the max for two groups is 90 students. 3 classes x 28 students each = 84 students, which is less than the maximum number of seats for two groups.*
- When you receive your curriculum box (2 months in advance of your trip), the number of groups your school will be divided into will be provided. You may call in advance if you wish to find out.
- Additional adults will not be allowed in the Discovery Center and will be required to tour the museum on their own during this time. If you bring more than 1 adult per 10 students, these adults are considered “regular guests of the museum.” They will pay for their admission at the front desk, tour the museum and eat lunch on their own. **Exception: Special Needs Aides employed by the district are always allowed inside the Discovery Center with their student(s).**

These policies are strictly enforced because the excellence of the students’ educational experience is our main objective.

Pre-Visit Curriculum and Required Forms:

Curriculum materials and required forms are mailed to the coordinating teacher approximately two months before your school’s scheduled visit. We do not mail out curriculum until this signed form has been returned from each visiting teacher. The curriculum packet you will receive contains the following:

- Role Assignment Sheet(s)
- Student Briefing Files and the Student Completion Contract
- Chaperone Policy
- Chaperone Badges- only the adults wearing these badges will be allowed inside the Discovery Center. Please distribute them prior to your arrival and wear them as you exit the bus.

NOTE: IF THESE PRE-VISIT MATERIALS ARE NOT COMPLETED AND RETURNED TWO WEEKS PRIOR TO YOUR VISIT, YOUR TRIP WILL BE PLACED ON HOLD OR CANCELLED.

Each teacher accompanying students on the trip is required to sign below, acknowledging that the above stated policies will be adhered to. Each teacher must print out this document, return the signed portion, and retain a copy for his or her records.

Please fill out the information below

Your name (Print) _____

Your school name _____ Date of visit _____

Your email address _____

Your cell phone number _____

You are: (select only one box)

The coordinating teacher **and** main point of contact for this trip. There are _____ other teachers who will be attending this trip with their students who I will be responsible for giving this contract to in its entirety. Total # of students your school is bringing: _____

A teacher who will be accompanying a student group on this trip. # of students: _____

I acknowledge that I have read and understand the policies of the Air Force One Discovery Center, and in the interest of my students and their experience I will adhere to the above stated policies.

Signature: _____ Date: _____

Each teacher is responsible for filling out this form and faxing it to: **805.577.4158**
Or you may scan it and email it to afodiscovery@reaganfoundation.org
Thank you! We look forward to providing your students with an exceptional experience.