

Civics & Democracy Education School Visit FAQs

Final Numbers & Group Size

- **What if I arrive on campus with more people than confirmed?** We cannot guarantee museum tickets if more are needed upon arrival. If museum tickets are not available, we welcome those unaccounted for to explore the rest of the campus. Any student must have an adult chaperone with them at all times.
- **What if I arrive on campus with fewer people than confirmed?** You are still welcome to utilize your tickets to the museum; however, groups that arrive with fewer people than originally paid for will not receive a refund, if applicable.

Please divide your students into groups of no more than 10 prior to your visit with the appropriate number of chaperones assigned. Students should travel with their chaperone at all times during the visit. Final numbers of students and chaperones will be confirmed upon arrival.

Chaperones

What is your chaperone policy? We require 1 adult chaperone for every 10 7th-12th grade students, and 1 adult chaperone for every 5 Kindergarten - 6th grade students. Chaperones must stay with their group of students at all times and are responsible for redirecting behavior and/or escalating concerns to the lead teacher and/or Obama Presidential Center staff and volunteers as needed.

Special assigned schools, or classes supporting students with exceptionalities, are responsible for bringing the appropriate number of chaperones to support their students. Please share more information in the registration form about chaperone numbers, or reach out to education@obama.org.

Can we bring extra chaperones? Up to 5 additional chaperones can join the field trip without additional cost. Any chaperones over the appropriate ratio are required to purchase a ticket for the museum at full cost.

Failure to comply with the required chaperone ratio, or chaperones not supervising their group, may result in your group being asked to leave.

Learn more about chaperone responsibilities [here](#).

Payment & Changes to Reservation

When do I need to pay for our visit? If required, school visit payment is due at least 14 days prior to your visit. Payment can be made via Card or Check. We are unable to accept cash or purchase orders as payment.

What if I need to make changes to my reservation? Changes to your reservation or cancellations must be made 14 days prior to your scheduled visit date to receive a full refund. Groups that arrive at the museum with fewer people than originally paid for will not receive a refund.

To cancel or make changes to your reservation, contact education@obama.org.

Lunch

Do we need to bring our own lunches? You can pre-order and purchase box lunches via your registration form and can complete coordination with our Group Sales department. If you choose not to purchase box lunches, you will need to bring your own. At this time, the Obama Foundation does not provide subsidies for lunches. If additional food needs to be purchased while on campus, individuals are responsible for covering costs.

What do I need to do if we purchased box lunches? You are responsible for updating our group reservation team if your student and chaperone numbers change. If you purchased box lunches from the Obama Presidential Center, they will be delivered to your reserved seating space.

Will we need to carry our lunches in the museum? No, you will drop off lunches with a volunteer upon your arrival. Note that lunches will be kept in an air conditioned space, but not be refrigerated. Coolers and backpacks are not permitted. Backpacks are not considered “lunch bags.”

Transportation

Do you have a bus fund? Unfortunately, there are no subsidies for buses at this time.

Where do buses park? After dropping students off, buses can choose to park in a lot they prefer.

- The 47th & Cornell Lot is owned by the Chicago Park District and managed by SP+. The Obama Foundation does not have any formal or informal agreements related to Bus parking. Bus drivers park at their own risk, and must reserve and pay for their parking if they are utilizing park district lots.

For more transportation information and directions, see your school visit confirmation email or visit [here](#).

Where can I park? If traveling by personal vehicle, we have parking on campus. Street parking is available on a first-come, first-served basis.

Behavior

Do you have any behavior expectations I can share with students or chaperones? School visits to the Obama Presidential Center are exciting and an opportunity to not only teach students about content, but also how to navigate cultural institutions. Additionally, it provides our public visitors an opportunity to see youth engaged in learning and curiosity.

Please share the following behavior expectations with all students and chaperones. You might facilitate a conversation around these expectations by first asking students: *what rules or guidelines about our behaviors do you think we should have when we visit the Obama Presidential Center?*

We base these expectations on the Obama Foundation's [Hope to Action™ Values](#) and the practice of Values-Based Citizenship.

We practice **Imagination**.

We ask questions, we wonder why something might be that way, and we think critically about what we observe and interpret. We imagine what a better world might look like, and what role we each play in making that happen.

We practice **Inclusivity**.

We invite others to join us in our exploration, we take care of each other if somebody needs a break or needs help by listening to their needs and helping when asked, and we value each other's perspectives and experiences, even if they're different from ours.

We practice **Integrity**.

We follow instructions from chaperones and/or Obama Presidential Center staff and volunteers and we adhere to the rules and expectations so that everyone is safe and can have fun.

We practice **Accountability**.

We are on time and we advocate for our individual needs. We are accountable to:

- *Each other* by taking responsibility for our actions and words;
- *Public visitors* by respecting their space and experience on campus;
- *The Obama Presidential Center* by leaving campus the way it was when we arrived.

For more information on campus guidelines, please visit: {Insert Link}