

# SCHOOL FIELD TRIP GUIDE



## THE NATIONAL CIVIL WAR MUSEUM

*IN ASSOCIATION WITH THE SMITHSONIAN INSTITUTION*

1 Lincoln Circle in Reservoir Park  
Harrisburg, PA 17103

Phone: 717-260-1861

[www.nationalcivilwarmuseum.org](http://www.nationalcivilwarmuseum.org)

*2016-2017 Edition*



# THE NATIONAL CIVIL WAR MUSEUM®

***Location & Address:*** 1 Lincoln Circle  
Reservoir Park  
Harrisburg, PA 17103

***Telephone:*** 717-260-1861

***Toll Free:*** 1-866-BLU-GRAY (258-4729)

***Fax:*** 717-260-9599

***Website:*** [www.nationalcivilwarmuseum.org](http://www.nationalcivilwarmuseum.org)

***Reservations:*** Dane DiFebo, Museum Educator  
717-260-1861, ext. 1130  
[tnye@nationalcivilwarmuseum.org](mailto:tnye@nationalcivilwarmuseum.org)

***Presentation Information:*** Dane DiFebo, Museum Educator  
717-260-1861, ext. 1130  
[educator@nationalcivilwarmuseum.org](mailto:educator@nationalcivilwarmuseum.org)

**TEACHERS ARE ALWAYS WELCOME TO VISIT THE MUSEUM FOR FREE TO PLAN A FIELD TRIP!**

We will make every effort to have a staff member meet with you to discuss your needs and plan your field trip. However, it is recommended that you make an appointment to meet with a member of our staff beforehand. If you arrive unannounced, they may not be able to meet with you.

We thank you for your cooperation!





## GENERAL INFORMATION ABOUT THE MUSEUM

The National Civil War Museum officially opened on February 12, 2001. The Museum offers a humanistic overview of the Civil War, including key issues, causes, battles, leaders and the common soldier. Tours are self-guided with audio-visual presentations leading our guests through each gallery.

### HOURS OF OPERATION

10:00am to 5:00pm Monday through Saturday

10:00am to 8:00pm Wednesdays

12:00pm to 5:00pm Sundays

**Holidays Closed:** New Year's Day, Easter, Thanksgiving & Christmas Day

### SCHOOL GROUP ADMISSION RATES

\$ 7.50 Student

FREE Teachers and Chaperones (1 adult teacher/chaperone per 5 students)

\$ 8.50 Extra Chaperones (beyond the "1 per 5" ratio)

**NOTE:** *Group admission rates apply to groups made up of 10 or more students.*

### GIFT SHOP

A wide range of American Civil War and Museum related items are offered in the Museum Gift Shop! Items range from films and books to limited edition art prints, plus fine china, toys, and clothing! More items may be found on our online catalog at [www.civilwarshopping.com](http://www.civilwarshopping.com).

### SPECIAL EVENTS

Throughout the year, the Museum has a full calendar of Civil War events, including lectures and book signings by nationally known authors, living history programs by re-enacting organizations from across the country, fine art exhibits by talented artists, children's programs, and special displays of artifacts! Visit our website at [www.nationalcivilwarmuseum.org](http://www.nationalcivilwarmuseum.org) for the most recent updates.

### FREE PARKING

The Museum is located in Harrisburg's beautiful Reservoir Park, with plenty of free parking for cars and buses. There is a handicapped and bus-drop off area at the front door of the Museum and a handicapped parking area nearby.



## INFORMATION FOR SCHOOL FIELD TRIPS

**BOOKING A FIELD TRIP** - The National Civil War Museum has become a very popular destination for school field trips. We are especially busy from March through May, so be sure to schedule your visit in advance! **To arrange your visit, please contact Dane DiFebo at 717-260-1861, ext. 1130.**

**GALLERY TOURS** - Touring our galleries is educational, entertaining, and sometimes emotional. A unique combination of high-resolution digital video, lighting and sound effects, life-sized dioramas, and one of the world's best Civil War collections is arranged guide your tour! **Tours are self-guided.**

**HOW MUCH TIME SHOULD YOU ALLOW?** - Most visitors stay for at least two hours in the galleries, but others stay much longer. As much as possible, students should take their time and move along at their own pace. Be sure to allow sufficient time in your tour schedule for traffic delays, purchasing tickets, rest room breaks, educational presentations, lunch, shopping, and travel preparations!

**EATING LUNCH AT THE MUSEUM** - School groups are free to eat their lunches at the Museum, though we ask that you please inform us in advance if you plan to do so. The Museum has a vending area and patio area where students may eat. **Lunches should be brown-bagged and placed together in a large box with your school's name on it.** Our Security staff will hold your lunches until your group is prepared to eat. We ask that all visitors place their garbage in the trash bins provided.

**PHOTOGRAPHY IN THE GALLERIES** - Visitors may take pictures inside our exhibit galleries. However, to protect and preserve our artifacts, **camera flash must be turned off.**

### **STUDENT GROUP ADMISSION - \$7.50 PER STUDENT**

**CHAPERONES** - We request that there be one adult for every five students for proper supervision, but you know your students best! You may bring as many chaperones as you feel you need. Extra chaperones (beyond the one per five ratio) will pay the standard group adult admission of \$8.50 per person.

**PAYMENT** – Pre-payment for all group tours may be made by check or credit card. A confirmation letter will be mailed prior to your visit. *Please include a copy of the confirmation letter or reservation number with your payment.* Tickets will be held for you in the Museum Gift Shop. Payment may also be made in the Shop upon arrival. The Museum accepts cash, checks, MasterCard, Visa, American Express and Discover.

**HAVE AN EXACT COUNT OF PEOPLE IN YOUR GROUP** - Please have the correct count of people in your group when you arrive at the Museum. It will speed up the check-in process greatly!



# INFORMATION FOR VISITING TEACHERS

## DEVELOPING A LESSON PLAN

In order to get the most out of a visit to The National Civil War Museum, you may want to visit the Museum before bringing your class. This way, certain features or areas of particular interest may be noted and prepared for. Our staff will be happy to meet with teachers to develop special presentations for their classes and to answer any questions.

## ALLOW SUFFICIENT TIME FOR THE TOUR

We suggest that school groups allow at least two hours to tour the Museum. If you are bringing a large group to the Museum, you may want to divide your group into sections of approximately 25 students or less, with one chaperone per five students. With such large groups, one section begins their visit in the galleries, while the remaining sections listen to a presentation by our staff. An additional group is sent into the galleries every 15-20 minutes. This staggered entry into the Museum prevents crowding and confusion.

Please check-in at the Gift Shop when you arrive at the Museum. You can speed-up this arrival procedure by having an exact count of your group and by completing the “School Tour Ticket Count” sheet in this packet).

Be sure to allow sufficient time in your tour schedule for traffic delays, checking-in, rest room breaks, educational presentations, lunch, shopping, and travel preparations.

If you find that you are running late, please telephone us at 717-260-1861.

## FINDING HISTORY

One of the most effective ways to actively involve your students in a visit to the Museum is to have a list of questions that they can answer as they view and listen to the exhibits. You may either develop your own list of questions, or the Museum can email you a copy of a **Museum Scavenger Hunt** that you may print and give to your class! Please inform us in advance if you would like a copy of our Scavenger Hunt emailed to you. The Museum also has a supply of clipboards to loan to visiting students, but we ask that students please bring their own pencils.

## TEACHER’S EXHIBIT GUIDE

We also have an “Exhibit Guide for Teachers” that describes of our exhibit galleries, video programs, life size dioramas, narrated maps, and educational programs. A copy of it may be printed from our website at <http://www.nationalcivilwarmuseum.org>.

## TEACHER DISCOUNT IN THE GIFT SHOP

To assist teachers in obtaining materials for the classroom, The National Civil War Museum offers teachers a 10% discount on items in our Gift Shop.



# INFORMATION FOR LARGE GROUPS

The galleries of The National Civil War Museum are laid-out in chronological order. It begins with the causes of the war and then takes visitors through each year of the war and concludes with the post-war period. Therefore, all visitors should start in the first gallery to properly follow the narrative and the sequence of events.

We recommend that schools with a large number of students on a field trip be divided into smaller groups for touring the Museum. Approximately 25 (or less) students per group is usually a fairly manageable number.

The grid below shows a typical sequence for moving 100 students in four groups through the Museum. Each of the groups enters the first gallery as soon as the preceding group has moved into the second gallery. There is a video in the first gallery that plays for about 13 minutes, so it normally takes about 15-20 minutes for most groups to complete the first gallery.

While each group is waiting for their turn to begin touring the galleries, they will hear an educational presentation in our classroom.

Teachers should review the section on "Educational Presentations" in the "Exhibit Guide for Teachers." The Museum staff has several standard presentations but will try to prepare special programs to meet your specific lesson plans. **PLEASE NOTE: Educational Presentations should be requested in advance.**

Once divided, our 100-person tour group would look something like this:

<b>GROUP A</b>	<b>GROUP B</b>	<b>GROUP C</b>	<b>GROUP D</b>
Gallery 1	Educ. Presentation 1	Educ. Presentation 1	Educ. Presentation 1
Gallery 2	Gallery 1	Educ. Presentation 2	Educ. Presentation 2
Gallery 3	Gallery 2	Gallery 1	Educ. Presentation 3
Gallery 4	Gallery 3	Gallery 2	Gallery 1
Gallery 5	Gallery 4	Gallery 3	Gallery 2
Gallery 6	Gallery 5	Gallery 4	Gallery 3
Gallery 7	Gallery 6	Gallery 5	Gallery 4
Gallery 8	Gallery 7	Gallery 6	Gallery 5
Gallery 9	Gallery 8	Gallery 7	Gallery 6
Gallery 10	Gallery 9	Gallery 8	Gallery 7
Gallery 11	Gallery 10	Gallery 9	Gallery 8
Gallery 12	Gallery 11	Gallery 10	Gallery 9
Gallery 13	Gallery 12	Gallery 11	Gallery 10
Gallery 14	Gallery 13	Gallery 12	Gallery 11
Gallery 15	Gallery 14	Gallery 13	Gallery 12
Gallery 16	Gallery 15	Gallery 14	Gallery 13
Theater	Gallery 16	Gallery 15	Gallery 14
Gallery 17	Theater	Gallery 16	Gallery 15
Educ. Presentation 1	Gallery 17	Theater	Gallery 16
Educ. Presentation 2	Educ. Presentation 2	Gallery 17	Theater
Educ. Presentation 3	Educ. Presentation 3	Educ. Presentation 3	Gallery 17



# INFORMATION FOR CHAPERONES

*(If possible, all chaperones should receive a copy of these instructions prior to arrival.)*

**We kindly ask for your assistance and cooperation in making this field trip a worthwhile educational experience for your students.**

## PLEASE KEEP YOUR GROUP TOGETHER

- You should always keep the students in your section within your sight.
- Do not let students wander too far ahead of or behind your section.
- No more than two students should be allowed to visit the restroom at one time unless under chaperone supervision.

## TAKE YOUR TIME

- Time your tour through the galleries in relation to your departure time.
- Generally, students should spend about one half of their time on each floor of the Museum.
- *Note: Our various audio-visual programs take about two hours if viewed entirely.*

## COMPLETE ASSIGNMENTS

- Make sure students complete any assignments but remember, they are not here merely to fill-in-the-blanks on a question sheet. They are also here to learn about history and their heritage.
- *Please remember that this is an academic day for the students. It is not a day off from class.*

## LUNCH

If your school is bringing a bag lunch, please reserve a dining area in advance with the Museum. Take your section to the designated dining area on the second floor at the time specified by your group leader.

## ASK QUESTIONS OF OUR STAFF!

Please feel free to ask any of our staff members a question!

## DEPARTURE

The Museum does not permit students to gather in the Rotunda after touring the galleries until about five (5) minutes before their scheduled departure time. Students who have completed their tour should return to the galleries to see what they missed, visit the Gift Shop, or wait in the vending area. Please keep track of your group!

## STUDENT RULES (*Chaperone assistance and cooperation is needed and appreciated!*)

1. Be considerate of other guests visiting the Museum. No loud talking, running, or jumping.
2. **Stay within sight of your chaperone.** Please do not wander ahead of or behind your section.
3. Use clipboards for work sheets, but do not lean on walls or exhibit cases to write answers.
4. **No food or drinks are allowed in the galleries** (including gum!)
5. No cell phones may be used in the galleries.
6. You may take pictures in our galleries, but **your camera's flash must be turned off.**

## NOTE

For the safety of all, the Museum (both inside and outside) is under video surveillance.



# DIRECTIONS TO THE MUSEUM

Bus drivers and tour leaders should review these directions and a road map prior to departure. If you get lost, stop and telephone 717-260-1861 (find a “landmark” that you can describe to a Museum staff member; do not attempt to get directions while the bus is moving). If you ask someone for directions, ask for Reservoir Park in Harrisburg.

**When you arrive - Pull into circle in front of the Museum to drop off passengers.**

## FROM INTERSTATE 83

- Take “Union Deposit Road” Exit 48 (Old Exit 29).
- Follow Union Deposit Road West towards Harrisburg; get in left lane and stay to left.
- Union Deposit Road will become Market Street Road at left fork in road.
- Go straight at first “Stop” sign at intersection with Boas Street.
- Turn left at second “Stop” sign.
- Turn right at first traffic light onto Market Street.
- Pass Belleview Towers (an 8-story brick apartment building) on your right.
- Turn right onto Civil War Museum Drive (just past the apartment building).
- At “T” in road, **turn right** onto Chamberlain Drive (follow road around base of hill).
- Turn left onto Concert Drive and follow road to top of hill.
- At “Y” in road by NCWM sign, take left fork to Museum entrance.
- Pull into circle in front of the Museum and drop off passengers. Our Security staff will greet you.
- Continue around circle, turn left and follow the driveway to bus parking area at end of Parking Lot.

## FROM POINTS SOUTH VIA US ROUTE 15 (GETTYSBURG)

- Take US Route 15 North towards Camp Hill.
- Take PA Route 581 East towards Harrisburg.
- Stay on PA 581 and it will become I-83 North.
- Follow I-83 to “Union Deposit Road” Exit 48 (Old Exit 29).
- **FOLLOW DIRECTIONS FROM I-83 ABOVE**

## FROM POINTS EAST ON THE PENNSYLVANIA TURNPIKE (INTERSTATE 76)

- Take “Harrisburg East” Exit 247 (Old Exit 19).
- Follow I-283 North (straight from the Turnpike Toll Booth) to I-83 North.
- Follow I-83 to “Union Deposit Road” Exit 48 (Old Exit 29).
- **FOLLOW DIRECTIONS FROM I-83 ABOVE**

## FROM POINTS WEST ON THE PENNSYLVANIA TURNPIKE (INTERSTATE 76)

- Take “Carlisle” Exit 226 (Old Exit 16).
- Follow I-81 North to junction with Interstate 83 and take Interstate 83 South.
- Follow I-83 to “Union Deposit Road” Exit 48 (Old Exit 29).
- **FOLLOW DIRECTIONS FROM I-83 ABOVE**

## FROM INTERSTATE 81 (NORTH OR SOUTH)

- Take Interstate 81 to junction with Interstate 83 and take Interstate 83 South.
- Follow I-83 to “Union Deposit Road” Exit 48 (Old Exit 29).
- **FOLLOW DIRECTIONS FROM I-83 ABOVE**

## FROM POINTS NORTH VIA US ROUTES 11/15 OR 22/322

- Take US Routes 11/15 or 22/322 South towards Harrisburg.
- Take I-81 North to junction with Interstate 83 and take Interstate 83 South.
- Follow I-83 to “Union Deposit Road” Exit 48 (Old Exit 29).
- **FOLLOW DIRECTIONS FROM I-83 ABOVE**





## FIELD TRIP CHECK LIST

*Just a few things you need to consider when arranging a field trip...*

- Visit the Museum ahead of time, if possible. **Visits for field trip planning are free!**
- Book your field trip with Dane DiFebo, Educator at The National Civil War Museum. Dane may be reached at 717-260-1861, ext. 1130, or by email at [educator@nationalcivilwarmuseum.org](mailto:educator@nationalcivilwarmuseum.org).
- Make arrangements for educational presentations, contact Dane DiFebo, Educator at The National Civil War Museum. Dane may be reached at 717-260-1861, ext. 1130, or by email at [educator@nationalcivilwarmuseum.org](mailto:educator@nationalcivilwarmuseum.org).
- Complete and submit any necessary paperwork to your school administration for a field trip.
- Arrange financing for field trip.
- Arrange transportation and confirm directions.
- Arrange lunch. (Remember! Please make advanced reservations for eating at the Museum. Place all lunch bags in a box with your school's name written on it.)
- Obtain parental permission slips.
- Select reliable chaperones.
- Prepare and distribute written instructions for the chaperones.
- Design a worksheet for students, or request The National Civil War Museum's Scavenger Hunt.
- Explain to students what is expected during the field trip (assignments and behavior).
- Prepare a roster of everyone on the field trip and check it before leaving your school or any other stop during the field trip.
- Prepare a package of items that might be needed. (Directions, telephone numbers, cell phone, payment for admission, chaperone instructions, student assignments, pencils, etc.)
- Prepare your School Tour Ticket Count Sheet and have it ready when you arrive.
- Complete and return the "School Field Trip Survey" to the Museum.



## SCHOOL TOUR TICKET COUNT

**Please print and have this form completed when you arrive at the Museum.**

Make a copy for each section leader and one copy for the Museum Education Department.

**Date** \_\_\_\_\_ **Day** \_\_\_\_\_ **Arrive at** \_\_\_\_\_ **Depart at** \_\_\_\_\_

**School** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Group Leader** \_\_\_\_\_ **Grade(s)** \_\_\_\_\_

**How did you learn about the Museum?** \_\_\_\_\_

**Section 1**    Number of Students \_\_\_\_\_    Number of Chaperones \_\_\_\_\_    Section Total \_\_\_\_\_

Section Leader \_\_\_\_\_    Lunch Time \_\_\_\_\_

**Section 2**    Number of Students \_\_\_\_\_    Number of Chaperones \_\_\_\_\_    Section Total \_\_\_\_\_

Section Leader \_\_\_\_\_    Lunch Time \_\_\_\_\_

**Section 3**    Number of Students \_\_\_\_\_    Number of Chaperones \_\_\_\_\_    Section Total \_\_\_\_\_

Section Leader \_\_\_\_\_    Lunch Time \_\_\_\_\_

**Section 4**    Number of Students \_\_\_\_\_    Number of Chaperones \_\_\_\_\_    Section Total \_\_\_\_\_

Section Leader \_\_\_\_\_    Lunch Time \_\_\_\_\_

**TOTALS:**                      **Students** \_\_\_\_\_                      **Chaperones** \_\_\_\_\_                      **Group** \_\_\_\_\_

THE NATIONAL  
**CIVIL WAR**  
M U S E U M  
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*SCHOOL FIELD TRIP SURVEY*

Name of School: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

*Please help us to serve schools better by completing this survey.*

1. Did you or a representative from your school receive a copy of the Museum's school field trip information packet prior to your field trip?  
 Yes, I did       Yes, another teacher did       No       Not sure
2. Did you or a representative from your school visit the Museum prior to your field trip?  
 Yes, I did       Yes, another teacher did       No       Not sure
3. Did you or a representative from your school speak or meet with the Museum staff prior to your field trip to discuss/arrange educational presentations for your class?  
 Yes, I did       Yes, another teacher did       No       Not sure
4. Did you think your class had sufficient time to tour the Museum?  
 Too Long       About Right       Too Short
5. Did your class have work sheets or specific assignments to complete during their field trip?  
 Yes – My own assignment       Yes – The Museum Scavenger Hunt       No
6. Did your class receive an educational presentation during their field trip to the Museum?  
 Yes       No
7. Would you consider returning to The National Civil War Museum in the future?  
 Yes       No
8. Did your class visit other sites on this field trip?  
 No       Whitaker Center  
 State Museum       Gettysburg  
 State Capitol       Hershey  
 Other (please specify) \_\_\_\_\_

*(Please complete the second page of this survey)*

9. **Museum topic/exhibit you:**

Liked Best or Found Most Useful: \_\_\_\_\_

Liked Least or Found Less Useful: \_\_\_\_\_

Wanted to see more on: \_\_\_\_\_

12. Please rate the following aspects of your visit (1 being lowest and 5 being the highest).

13. **Educational presentations by staff**

Provided historical information	1	2	3	4	5
Presented in interesting manner	1	2	3	4	5
Inspired interest in history and or the Museum	1	2	3	4	5
Met your educational expectations	1	2	3	4	5

15. **Museum exhibits**

Coverage of a variety of Civil War topics	1	2	3	4	5
Held interest of students	1	2	3	4	5
Met your educational expectations	1	2	3	4	5

16. Museum staff efficiency and courtesy (Ticketing, security, gift shop, custodial)	1	2	3	4	5
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**Comments:**

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**Please return to:**

**The National Civil War Museum**  
**ATTN.: Education Department**  
**1 Lincoln Circle in Reservoir Park**  
**Harrisburg, PA 17103**

*Thank you for visiting The National Civil War Museum!*