



# School Field Trip Guide Fall 2010 – Spring 2011

# Preserving Our Past.....Promoting Our Future

Welcome to Three Rivers Museum!

We are pleased to provide students the chance to learn about the history of the Three Rivers area and early Oklahoma. Your visit to the museum can enhance any classroom learning experience.



Three Rivers Museum opened in 2001 in the restored Midland Valley Depot building in Muskogee's historic Depot District. We are a regional museum dedicated to the history of the Three Rivers area of Oklahoma. We collect, preserve, and display documentary, physical and visual artifacts, support research and publication of the region's history, and develop and make available these resources to the public for education, information and entertainment. We hope our efforts will establish a respect for the region's past and will contribute quality and value to its future.



Three Rivers Museum owns and maintains the Thomas-Foreman Historic Home at 1419 W. Okmulgee in Muskogee. We provide guided tours of the home by reservation at least two weeks in advance. The rules and guidelines below apply to both the Three Rivers Museum and the Thomas-Foreman Historic Home. The same contact/booking information applies to both.

## **Museum Hours of Operation**

Wednesday – Saturday

10:00 a.m. – 5:00 p.m.

## **Admission**

During the 2010-2011 school year school field trip admission is free for the teacher, bus driver, students, and for 1 adult chaperone for each 10 students.

## **Gift Shop**

Our gift shop is closed during student tours because we feel too much time is involved in letting every student shop as the space is so small. Keeping it closed helps avoid detours and confusion and provides more time for the museum learning experience. However, if you would like to have the gift shop open as part of your tour we will be glad to accommodate you.

### **Booking Your Visit**

Three Rivers Museum is a learning site for multiple groups. To be sure your group will be able to visit on the time and date you prefer and receive appropriate attention from our staff and volunteers we ask that you book your visit as early as possible. Visits MUST be scheduled at least two weeks in advance.

### **Museum Tours**

Three Rivers Museum offers a variety of ways for students to investigate and learn about the past. Classes can explore the museum independently with teacher and chaperones. Teachers can provide their own learning activities to enhance their classroom work or:

- Follow along with our scavenger hunts
- Learn from a guided tour
- All visits include a 10 minute video of the history of the Three Forks area and a visit to our 1940's era switch engine behind the museum.

We also offer:

- Downtown Muskogee Walking Tours – usually these last several hours so please discuss your needs with us.
- Guided tours of the Historic Depot District

Please visit with us to determine what will work best for your class.

### **TIME – How much time to allow for your visit**

Please allow at least 1 hour for your tour. Depending upon the type of activity you choose for your visit it may take longer.

### **Lunches**

We have a meeting room available with tables and chairs that can be set up to seat approximately 30. If you would like to have a picnic on the patio or grounds, weather permitting, that is fine too. In either case you would need to provide sack lunches and drinks. We will provide garbage receptacles.

### **Procedures for Scheduling Your Class Visit**

**Before you call or email:**

- Determine the date and time for your visit. Have backup dates available.
- Know your school mailing address.
- Have an email address and phone number for the group contact person.
- Know the number of students and chaperones that will visit.
- Determine your lunch plans.

For scheduling questions or to discuss your needs please contact us:

Phone: 918-686-6624

Email: [staff@3riversmuseum.com](mailto:staff@3riversmuseum.com)

## **Prepare for Your Class for Their Visit**

### **Create a Plan**

To make the most of your visit it is helpful to prepare your students for the trip. Develop an itinerary and make sure to explain it to your chaperones.

Go over the Student Rules and Chaperone Information with those involved in the trip.








### **History to Be Found**

One of the most effective ways to utilize the museum and insure your students are involved is to create a list of questions based on your lesson plans that they can answer as they explore the museum. The museum will provide you, the teacher, with one free admission to the museum before the class visit in order to make your plans. It works best if you require the students to read text and interpret exhibits to find answers to the questions. We have scavenger hunts available for this purpose if you choose to use them. They also are best utilized if the students are required to read the text and interpret the exhibits.

You can download our scavenger hunt as a .pdf from our website at: [www.3riversmuseum.com](http://www.3riversmuseum.com) or send us an email at [staff@3riversmuseum.com](mailto:staff@3riversmuseum.com) and we will email you the file.

You will need to bring copies of the scavenger hunt or your own questions, enough for each student, when you come for your visit. We do provide pencils for the students' use. No ink pens are allowed.

### **Student Rules**

-  Be considerate of others visiting the museum.
-  No running, jumping or yelling.
-  No food or drink, gum or candy in the museum. This includes both students and chaperones
-  Do not lean on walls or exhibit cases to write down information.
-  Use only pencils.
-  Please speak quietly.
-  Students who misbehave will be asked to leave the facility.

### **Chaperones**

We ask for your assistance and cooperation in making your visit a worthwhile educational experience.

We require 1 adult for every 10 students. It is the responsibility of the teachers and parents to maintain discipline within the groups at all times.

Students who are unruly or cause undue disturbances will be asked to leave the facility.

All chaperones must be at least 18 years old.

Please stay with your assigned group at all times and always keep the students within your sight. Do not let them wander ahead or lag behind.

When visiting the restrooms please allow only two students to go in at a time.

Keep track of time. Make sure you know the group itinerary and the departure time.

### **Teacher's Check List**

- ✓ Book your trip with museum staff.
- ✓ Arrange transportation.
- ✓ Arrange lunch if necessary.
- ✓ Prepare assignment, worksheet or scavenger hunt for students to complete.
- ✓ Provide both written and verbal instructions for chaperones.
- ✓ Explain itinerary and expected behavior to students.
- ✓ Prepare a list of students for checking before leaving school and on departure from the museum.
- ✓ Complete and return our survey form after your trip. You can email it if you wish.

### **Location and Arrival**

Three Rivers Museum is located in the restored Midland Valley Depot in Muskogee's Historic Depot District. Our address is: 220 Elgin. We are in the second block west of Main Street on the corner of 3<sup>rd</sup> Street and Elgin Ave.

If you cannot find us, please stop and call: 918-686-6624.

Busses can most easily park at the edge of Elgin Street in front of the building but you may also use the parking lot if space is available. Please bring your students to the main entrance of the museum. A staff member will meet you there at the time scheduled for your arrival. Please arrive on time.

