



The following are instructions, for each of the Urban Advantage Partnership Institutions, on how to book a field trip. Please read all of the information carefully before booking your UA field trip.



## **Planning an Urban Advantage Field Trip to the American Museum of Natural History**

A successful UA Class Field Trip begins much in the same way an effective lesson plan does—with careful planning!

Ideally, if you can visit the Museum prior to your class trip to feel more comfortable and familiar with the exhibition halls and specific destinations you want to focus on with your students, your trip will be productive and more aligned with your classroom curriculum. One or two focused destinations is recommended.

If you're unable to visit the Museum prior to your class trip, then check out

<http://www.amnh.org/plan-your-visit/plan-a-school-group-or-camp-group-visit> for exhibits, show times, and directions to the Museum.

Aligning your trip to the Museum and your curriculum is critical to the overall experience and success of your visit. The Museum offers online resources for specific grade levels and content and these resources can be found at <http://www.amnh.org/learn-teach>. Here you will also find educator guides that have activities, programs, and other information.

Before you call Central Reservations to book your trip, view or download the Reservation Worksheet from <http://www.amnh.org/plan-your-visit/plan-a-school-group-or-camp-group-visit/getting-started>. This prep work will help expedite your call.

- Central Reservations can be reached at 212-769-5200.
- Inform Central Reservations that you are an Urban Advantage teacher and have a UA Class Visit Admission Voucher. Have your voucher with you when calling as you will need your voucher numbers.
- **The Museum provides free admission to all New York City public school classes; this includes all temporary exhibits and exhibit halls. If you are not planning on the planetarium space show or the IMAX, you will not need to use a UA voucher.**
- Your UA Class Trip Voucher gives you ADDITIONAL access to the opportunities below (regularly an additional charge):
  - The IMAX
  - The Planetarium Space Show



**Tips for booking your trip:**

- **When possible, book your field trip at least 5 weeks in advance.** If you have changes (new field trip date, reduction/increase of reservation numbers, or cancellations), please call Central Reservations at least 14 days before your visit to make the change.
- Please call 212-769-5100 or view [AMNH.org](http://AMNH.org) for any Hall closing before coming to the Museum.
- When making your reservation indicate whether you will be coming by BUS or by subway.

Gabi Thompson [gthompson@amnh.org](mailto:gthompson@amnh.org) or Ali Irwin [airwin@amnh.org](mailto:airwin@amnh.org) are available if you have any additional questions or need assistance with planning your trip. AMNH UA instructors are also available for questions; Matt Mirabello at [mmirabello@amnh.org](mailto:mmirabello@amnh.org) or Jay Holmes at [jholmes@amnh.org](mailto:jholmes@amnh.org).

Think of your trip to the Museum as a “scientific expedition!” and the Museum as your “classroom” for the day. Have students search and find, take journal notes, sketch or draw specimens and objects, create narratives, work in pairs or teams, build on interpretive and observation skills, and ask students to reflect and share what they’ve learned.