



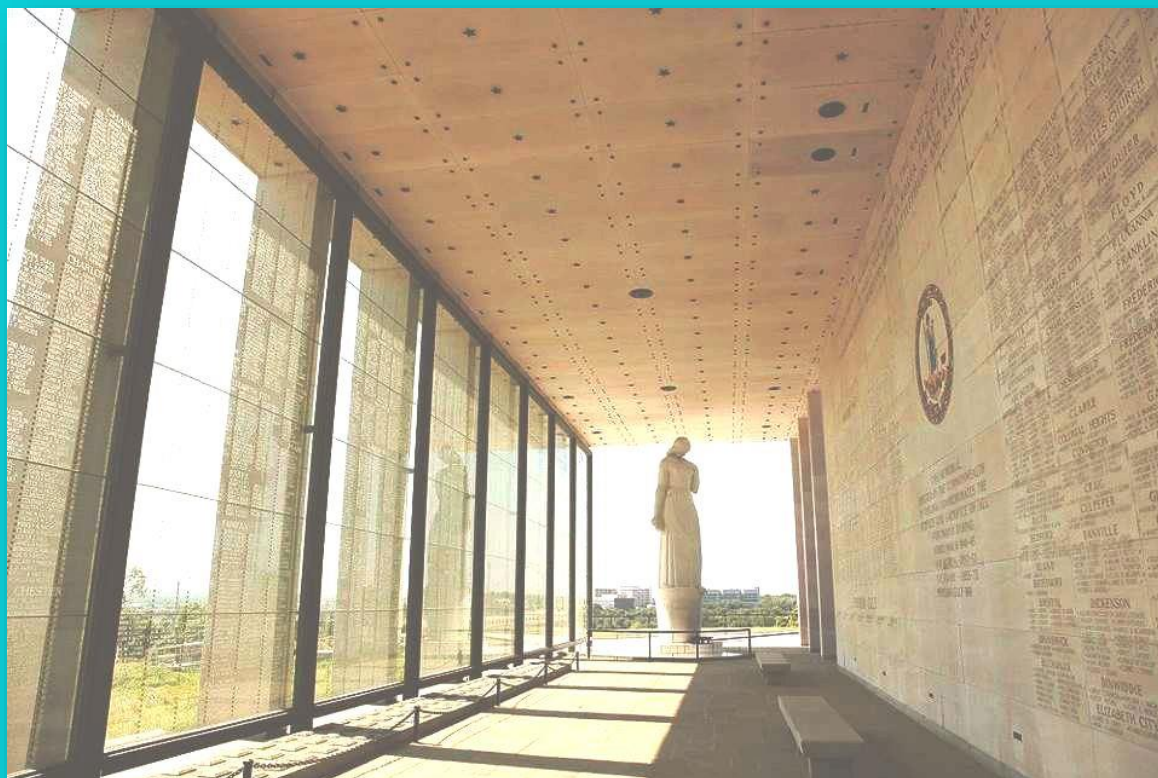
VIRGINIA WAR MEMORIAL FIELD TRIP GUIDE

Fall 2019-Summer 2020

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ABOUT THE VWM

WELCOME TO THE VIRGINIA WAR MEMORIAL!

Dear Educator,

Thank you so much for scheduling a field trip to the Virginia War Memorial. The Virginia War Memorial is the premier war memorial in the nation. We were founded in 1956 to remember and honor the sacrifice of those soldiers who were killed while fighting in World War II and Korea. Since our founding, we have continued to honor the memory and service of the nearly 12,000 Virginians who have been killed in combat during all major conflicts since the start of World War II. In addition to being a memorial, we have evolved into a museum and education center, committed to teaching about the service and sacrifice of the men and women who served in our military, and the support that they have been provided by citizens at home.

Our tours and education programs are designed to support Virginia education standards. Our galleries feature artifacts, uniforms, and equipment from the earliest days of our nation, and the Russell Scott Education Center allows students to utilize primary documents to learn more in-depth about historical events. Many of our programs allow visitors the opportunity to hear from veterans who lived the history we teach, giving students the ability to ask questions and hear those first-hand accounts.

If you have any questions about your upcoming tour, the Virginia War Memorial's admission policies or conduct expectations, or if you have suggestions to improve the field trip experience, please reach out to us at education@vawarmemorial.org. [Click here to sign up for our educational newsletter](#) for regular event and programming updates. I look forward to seeing you at the Virginia War Memorial soon!

Sincerely,

Jim Triesler, Director of Education

CONTACT US

Please reach out to education@vawarmemorial.org or (804) 786-2060 with any general inquiries.

James Triesler

Director of Education

James.Triesler@dvs.Virginia.gov

(804) 786-2062

Morgan Guyer

Assistant Director of Education

Morgan.Guyer@dvs.Virginia.gov

(804) 786-9700

Kyndall Drumheller

Research and Policy Manager

Kyndall.Drumheller@dvs.Virginia.gov

(804) 786-2091

SIGN UP FOR OUR NEWSLETTER TO GET REGULAR UPDATES! REGISTER HERE.



SCHEDULE A FIELD TRIP

Walk through the steps of planning your next trip to the Virginia War Memorial!

Field trips at the Virginia War Memorial are designed to give students and learners of all ages a personal, comprehensive view into the lives of those who served and sacrificed during America's wars, and those who supported them on the home front.

Students have the opportunity to travel through time with uniforms and unique artifacts, hear incredible firsthand accounts from veterans of all wars, and walk through the Shrine of Memory to honor those Virginians who paid the ultimate sacrifice.

All trips to the Memorial include a guided tour of the education center and Shrine of Memory, and we are proud to offer a variety of add-on programs for groups who would like a more in-depth and hands-on experience. Programs are offered year-round, subject to staff and docent availability.

Our field trips and add-on programs are always free, thanks to the support of the Virginia War Memorial Foundation.

REGISTER ONLINE

Visit the Virginia War Memorial website to register for a field trip! A staff member will get back to you soon to confirm.

Email
education@vawarmemorial.org
with any questions.

HOMESCHOOL GROUPS AND DAYCARES

Homeschool groups and daycares are welcome to register for field trips using the same application as traditional school groups! Groups must be 15 students or more, though smaller groups are welcome as walk-ins.

Homeschool groups and daycares are not eligible for the Field Trip Assistance Grant at this time.

FIELD TRIP ASSISTANCE GRANTS

The Virginia War Memorial Foundation generously offers Field Trip Assistance Grants to assist schools with the expense of bringing students to the Memorial. Eligibility for grant funding is dependent on the applying school's percentage of students qualified for free/reduced lunches, distance from the Virginia War Memorial, and the number of students attending. Grants range from \$50-\$250 depending on the above factors. To find out more, visit our website or reach out to education@vawarmemorial.org.

Grants are solely for public and private school usage, and unfortunately are not available for homeschool groups or daycares at this time.

WANT TO ADD SOMETHING EXTRA?

We're happy to offer a wide variety of FREE add-on programs, for groups who want to get more in-depth and hands-on. Select your add-on programs when you register online. Some programs may be seasonal, so check our website regularly to see what we're offering! Schools may select up to two programs, but please make sure that your selections are appropriate for the size of your group and for the length of your intended trip.

Examples:

- The Children of World War II (grades 6-8, 35 minutes, 120 students)
- More to be announced Fall 2019!



PREPARE FOR YOUR VISIT

Policies and Agreements,
Timeline

POLICIES

- ❖ Cancellation/rescheduling policy: To cancel or reschedule your field trip, please reach out to your field trip staff contact as soon as possible. The ability to reschedule will be based on staff and volunteer availability on the new requested date, and will need three weeks advance notice.
- ❖ Late policy: The Virginia War Memorial's Field Trip Program is made possible by volunteer docents. Out of respect for the time and effort of our volunteer docents and staff members, the established trip departure time will be adhered to regardless of a late arrival time. If a group is half an hour late or more and has not called ahead, your tour may be cancelled. If your group is running late or you anticipate a major change in your timing, inform your field trip staff contact immediately.
- ❖ VWM Code of Conduct (next page)

VWM CODE OF CONDUCT

The Virginia War Memorial, while an educational center, is also solemn ground on which we honor and remember those who have sacrificed their lives for our freedom. To this end, we ask that all guests, students and adults alike, treat the Memorial and its grounds with respect. In order to ensure a successful and meaningful field trip experience at the Virginia War Memorial, we ask that instructors review and enforce the following expectations with their students and chaperones:

- ❖ No running, climbing, rough-housing, or raised voices.
- ❖ No food, drinks, or gum in exhibit or program spaces (bagged lunches must be stored in designated area, if applicable).
- ❖ No backpacks or large bags in exhibit or program spaces (must be stored in designated area or left on bus).
- ❖ No cell phone or electronic device usage for texting, social media, games, etc. during the duration of the tour. With docent or staff permission, phones may be used to take photos.
- ❖ Be engaged. Listen to all staff members and docents, ask questions when appropriate, and be ready to learn!

VWM CODE OF CONDUCT AND AGREEMENT

By scheduling a field trip and bringing a group to the Memorial, the lead teacher takes responsibility for the behavior and safety of their students and chaperones. This includes:

- ❖ Upholding the behavioral expectations laid out in the VWM Code of Conduct
- ❖ Having easy access to students' and chaperones' emergency contact information and a clear chain of command in case of a medical emergency
- ❖ Keeping groups orderly and on time
- ❖ Following and helping enforce all instructions from VWM staff

Following these guidelines is absolutely necessary for a safe, educational experience at the Memorial. If any of these requirements are not met, the Virginia War Memorial reserves the right to ask an entire group to leave at any time. By scheduling a field trip, the lead teacher agrees fully to these terms.

TIMELINE

❖ 3 weeks before (or more):

- ❖ Register!
- ❖ Make sure you have received confirmation and returned all documents

❖ One week before:

- ❖ Final confirmation of numbers (students and chaperones)
- ❖ Send names of chaperones and teachers
- ❖ Do pre-visit activity (if applicable)!

❖ Day before:

- ❖ Notify your field trip contact with any changes to numbers or timing



DAY OF YOUR TRIP

Parking, Lunches, Checklist, Map

PARKING — ARRIVAL AND DEPARTURE

Students should enter the building through the MAIN LOBBY DOOR — buses may pull up beside the building on Rowe Street (MAP) to let students depart. Students should bring lunches with them (if applicable).

Buses may remain in the bus loop (MAP) for the duration of the field trip.

Near the end of the field trip, buses should pull BACK AROUND to the MAIN LOBBY DOOR to load students.

**IF YOU KNOW YOU ARE GOING TO BE LATE,
CALL (804) 786-2060 AS SOON AS POSSIBLE.**

LUNCHES — FOOD AND DRINK POLICY

Student groups are welcome to eat lunch at the Memorial with approval from VWM staff at the time of registration.

Food and drink are NOT ALLOWED in the Shrine of Memory or any exhibit or program space, and bagged lunches must remain in a Memorial-designated area for the duration of the field trip. Water fountains are stationed throughout the Memorial building that all visitors are welcome to use.

DAY OF CHECKLIST

- ☐ Review the VWM's Code of Conduct (page 13) with your students and chaperones before arriving.
- ☐ Divide students into correct number of groups as determined with VWM staff contact BEFORE ARRIVING. A teacher or chaperone should be identified as the lead contact for each student group.
- ☐ Bring students into the building quietly, and follow directions of all staff and docents.
- ☐ All teachers and chaperones will receive a lanyard from VWM staff, and each GROUP LEADER will receive an information packet.
- ☐ Have fun!

MAP

COMING FALL 2019



AFTER YOU LEAVE

STAY IN TOUCH!

- ❖ Give us feedback! Let us know how we can improve our field trip programs, or what we can add to the visitors' experience.
- ❖ Complete any post-tour materials.
- ❖ Consider partnering with us on a program in the future! Now that you have been to the Memorial and have seen the resources we have to offer, tell us what we can do to help you beyond a field trip.
- ❖ Check out our other educational programs, from distance learning to professional development and student contests.
- ❖ Come back soon!



OTHER EDUCATIONAL PROGRAMMING

Distance Learning, Professional Development, Contests and Scholarships

DISTANCE LEARNING

Love what we have to offer but having a hard time securing permission for a field trip? Let us bring the programming to you! We offer a variety of programs broadcast from our Long Distance Learning studio in Richmond, directly to your classroom anywhere in the state.

Our standard programs include:

- For the Duration: World War II on the Home Front (grades 6-8, 9-12)
- Containing Communism: America and the Cold War (grades 6-8)
- Virginians in Vietnam (grades 10-12)
- The Global War on Terror (grades 11-12)

Discover more and sign up for these programs and more on our [website!](#)

PROFESSIONAL DEVELOPMENT

We're proud to offer year round Professional Development sessions for educators of all grades and subjects.

See what we have coming up on our website at vawarmemorial.org/professionaldevelopment or have our education staff come to you!



CONTESTS AND SCHOLARSHIPS

We offer additional opportunities for students across Virginia to learn and enrich their lives throughout the year!

Veterans Day Essay Contest

Announced Memorial Day weekend each year, Middle and High School students in Virginia are invited to write a short essay to win money and the opportunity to read their winning submissions aloud during the Commonwealth's Veterans Day Ceremony. Find more information at vawarmemorial.org/essaycontest

Marocchi Memorial Scholarship

Established in honor of RADM John Marocchi, this scholarship is for graduating Virginia high school seniors planning to enroll in a Virginia college or university and participate in ROTC (any branch). Find out more at vawarmemorial.org/scholarships