



ABAC's Georgia Museum of Agriculture is excited for your group to experience historic South Georgia at your location! Please review the following information to ensure a positive learning experience for your group.

1. Review the information inside this packet to plan your program and understand Museum policies.
2. If you have not already done so, please register [online](https://gma.abac.edu/education/historic-field-trips/) at ABAC's Georgia Museum of Agriculture website (<https://gma.abac.edu/education/historic-field-trips/>). To register, click on the [Book Now](#) button at the top or bottom of the page.
- 3. Outreach Programs are not confirmed until you receive an email from the Museum confirming the date of your session.**

Use the Outreach Program Checklist provided in this packet to prepare for your session.

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## INTRODUCTION

ABAC's Georgia Museum of Agriculture brings history to life, recreating the agricultural and rural village life in Wiregrass Georgia from 1870-1910. Outreach Programs such as Museum Led Classroom Programs bring the Museum to your group for an interactive experience focused on a selected theme.

Museum Led Classroom Programs are facilitated by a Museum staff member who provides an interactive presentation with relevant artifacts, reproduction items, and demonstrations for participants to be immersed into the selected topic. These programs are designed for up to 30 students per lesson.

## OUTREACH PROGRAM CHECKLIST

### Prior to your program:

- Read through this packet to ensure a successful program.
- Reserve your tentative program date [online](#). A reservation confirmation will be sent via email to verify the availability of that date and your registration.
  - Georgia public schools and Georgia accredited private schools may qualify for sales tax exemption. Please provide the school's Georgia sales tax exempt number when reserving a date and provide proof during the payment process.
- Review the reservation confirmation letter to ensure accuracy. Contact [tcarpenter@abac.edu](mailto:tcarpenter@abac.edu) if any changes are necessary.
- Make payment arrangements. Payments should be made with one check, credit card, or purchase order. Payments must be received two weeks prior to your scheduled program date.

## POLICIES

### Hours

Museum Outreach Programs are available Tuesday-Friday, 9:00 a.m. - 3:00 p.m. and Saturdays 9:00 a.m. - 4:00 p.m. during the months of September through December and February through July. *The Museum is only open on Saturday's in January and is closed to the public in August.*



### Cost & Payment

Museum Led Classroom Programs for a single classroom are \$210 + mileage (\$0.58/mile) to/from the school. Each additional program is \$50 on the same day and must be the same topic. Museum staff can visit up to four classrooms (120 students) in one day.

Full payment is required 2 weeks prior to your visit to guarantee your reservation for all tours. If booking less than 2 weeks in advance, full payment is due immediately. We accept Visa, MasterCard, cash, and checks. All checks should be made payable to the Georgia Museum of Agriculture. Please provide proof of your Georgia sales tax exempt status during payment, if this applicable. No refunds are offered for overpayment. Once payment is received, a confirmation email will be sent.

Your payment is not refundable if you cancel your educational program and do not reschedule.

### Sales Taxes Exemption

Any school or state agency within the state of Georgia is sales-tax exempt on admission, educational programs, and rental fees. Please be advised if your group is from out-of-state, you will be required to pay Georgia sales tax of 8% on rental, educational program, and admission

### Severe Weather

The Museum holds the right to postpone Outreach Programs if severe weather is approaching and will call schools to reschedule if this occurs. However, schools deciding to cancel their scheduled program due to weather even if the Museum remains open must reschedule on their own accord. The Museum cannot guarantee availability for planned activities on a later date.

### Photography

Still photography is welcomed during our programs for personal, non-commercial use only. During GMA's visit with your group, you may be photographed for promotional purposes by Museum staff. **If you do not wish to be photographed or if you have a child who cannot be photographed, please let Museum staff know upon their arrival on the day of your program.**

Recording GMA Outreach Programs is prohibited.

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### Booking

[Online reservations](#) are required for Outreach Programs. **Your program is not reserved until you receive a reservation confirmation from the Museum's Education Department.**

## **GMA COVID-19 SAFETY INFORMATION**

We are dedicated to creating a safe environment for our valued guests, volunteers, and staff. We have implemented procedures that help us reduce contact, maintain social distancing, and sanitize teaching materials used in programming.

### Outreach Safety Procedures

- Following the most current CDC public health guidelines.
- Limiting programming to 30 students per lesson.
- Disinfecting teaching materials after each program.
- Museum staff wear masks during all interactions while providing outreach programs.
- Promoting a low touch experience— limiting use of items that are difficult to sanitize, as well as, increasing other sensory experiences.
- Providing hand sanitizer during Museum programming.

Further information regarding the Museum and ABAC's response to the Coronavirus is available at <https://www.abac.edu/coronavirus/>. Additionally, the University System of Georgia provides further information and details regarding system wide response to the Coronavirus at <https://www.usg.edu/coronavirus>.

## **QUESTIONS? CONTACT...**

Tonia Carpenter, [tcarpenter@abac.edu](mailto:tcarpenter@abac.edu), 229/391-5205

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