



Self-Guided Tour Program Planner

ABAC's Georgia Museum of Agriculture is excited for your students to journey through a historic South Georgia wiregrass community. A successful learning experience requires preparation. This information will ensure a smooth-flowing day for you, your adults, and your students.

1. Review the information inside this packet to plan your trip 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 of bottom of the page.
- 3. Field trips are not confirmed until you receive an email from the Museum confirming the date of your field trip.**

Use the Self-Guided Tour Study Checklist provided in this packet to prepare for your field trip.

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Introduction

ABAC's Georgia Museum of Agriculture is where history comes alive, recreating farm and rural village life in Wiregrass Georgia from 1870-1910. The self-guided tour shows students how people lived and worked in a historic rural Georgia Wiregrass community. For groups of any size and age, this self-guided exploration of the Museum and 95-acre site makes for an exciting and educational visit.

Costumed interpreters throughout the Historic Village will answer questions, describe artifacts and buildings, and demonstrate life as it was during the late 1800s and early 1900s. Our site includes period farmhouses, an operating water-powered grist mill, a print shop, a one-room schoolhouse, and many more buildings. Also open for touring is our Museum of Agriculture and Art Gallery. Don't forget to stop by our 1900s Drug Store which sells drinks, floats, delicious hand-dipped ice cream, and lunch combos.

Self-Guided Tour Checklist

Prior to your visit:

- ☐ Read through this packet to ensure a successful field trip. The more prepared you are the smoother the trip will be!
- ☐ Reserve the tentative field trip 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 upon check-in.
- ☐ Review the reservation confirmation letter to ensure accuracy. Contact tcarpenter@abac.edu if any changes are necessary.
- ☐ Arrange transportation.
- ☐ Make lunch plans. The Opry Shelter is available for your use during lunch. See the [Lunch](#) section in Policies.
- ☐ Send permission slips ([Permission Letter](#)) home to parents.



- ☐ Confirm your student and adult attendance numbers with the Museum no later than **two weeks** prior to arrival. Your number of free group leaders (student groups) will drop if your student numbers reduce drastically.
 - Notify the Museum of any special needs.
- ☐ Make payment arrangements. Payments should be made with one check, credit card, or purchase order. Teachers, bus drivers, and group leaders receive free admission.
- ☐ Divide students into groups of 10 students per one group leader (provided by your school). This group leader is allowed free Museum entrance. The Museum will provide you with the number of free group leaders your group will receive. This number is located on your reservation confirmation letter.
- ☐ Meet with Group Leaders and provide them with the Museum policies, leader responsibilities, and directions ([Group Leader Letter](#)). **Please communicate policies with Group Leaders!** Well informed chaperones will allow for a smooth-running field trip.
 - Don't forget to assign adults to assist in carrying and distributing school sack lunches to the Opry Shelter Picnic Area.
- ☐ Review behavior expectations with students and remind them what to wear.
- ☐ Send home [Fieldtrip Reminder Letter](#) with this information 1-2 days prior to trip.

Upon Arrival:

- ☐ **Provide proof of Georgia sales tax exemption.**
- ☐ Allow 20-30 minutes for check-in.
- ☐ Instruct everyone to remain on the bus while you go into the Country Store to pay.
 - At this time, all other chaperones besides group leaders, teachers, and bus drivers **must pay admission** at the Country Store.
- ☐ Provide the final counts of students, chaperones, and teaching/school staff to Country Store personnel, who will finalize your registration details and accept payment. All adults should receive a wristband (including chaperones paying separately).
- ☐ After check-in at the Country Store, drive around to the back lot.



- ❑ Buses need to park along the south side of the Museum parking lot (near wooden fence), away from the main entrance to the Museum. There will be no parking on grassy areas or anywhere else on-site besides the parking lot.
- ❑ Before unloading buses in back lot, ensure all chaperones know when and where to meet for lunch.
 - Make sure group leaders have necessary materials (maps, list of students in group, etc.).
- ❑ Unload students and allow restroom break at the Museum Atrium.

Self-Guided Tour Specifics

The Self-Guided Tours are a wonderful option for groups with limited time, with large numbers of students only able to visit for one day, and/or for school systems on a tight budget. However, please be aware that you will **probably not be the only group on-site that day**. We often have multiple groups participating in workshops or tours on any given day. Below is a quick list of reminders to assist in your planning. Please **share these reminders with your adults** so they fully comprehend what to expect from the trip.

- Tours are welcome to visit any attraction (as long as it is open) at their own pace. Interpreters are available in most attractions.
- Tours **do not** include a historic lunch with their programming. If you enter a house while a workshop is eating, please be respectful and do not ask to join the meal. Please wait to enter the building with your group until the workshop lunch is completed.
- The Drug Store can become very busy in the afternoon with workshops. We suggest tour groups visit the Drug Store prior to lunch to avoid crowding. During this time students can purchase ice cream, snacks, or souvenirs. Store items cost between \$0.19 to \$20+. We appreciate your patience and assistance to ensure students know what they want and have their money before they reach the register. **There is a \$5.00 minimum purchase when using a credit/debit card.**
- Group leaders and teachers are responsible for their students' behavior. Please make sure to keep your group together and be respectful of the surroundings. Many of the attractions are from the original time period.



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- Don't forget the Museum Main Hall! The entrance to the Museum is in the atrium. Groups are welcome to explore this area; however, please be mindful of the artifacts and watch children at all times. No food, drink, or **climbing** of any kind are allowed. Please do not permit children to climb on or into equipment or vehicles, or to pick up and handle artifacts.
 - If damage occurs, the school/group responsible will be held liable for any monetary restitution for repair/replacement.

Policies

Hours

The Museum and Village are open for tours 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 thru December and February thru June. *Summer hours in July are reduced to 10 am to 3 pm. Hours are also reduced in January and we are closed to the public in August.*

Cost & Payment

Tour cost is \$5.00 per student and \$7.00 per adult, with one free adult admission per every 10 paying students. Bus drivers and teachers are admitted free. A minimum of 10 students must be met before one adult (teacher or group leader) can be considered free (school groups only).

To receive group rates, all money must be collected in advance within your group and paid at the Country Store by your group leader.

Payment is due the day you visit upon check-in at the Country Store. No payments will be taken at the Museum or Village. We accept Visa, MasterCard, cash, and checks. All checks should be made payable to the Georgia Museum of Agriculture.

Please bring proof of your Georgia sales tax exempt status when you arrive, if this applicable. No refunds are offered for overpayment. Please have an accurate count of your students before paying.



Sales Taxes Exemption

Any school or state agency within the state of GA is sales-tax exempt on admission, school workshop/tour, and rental fees. They are NOT sales-tax exempt on catering, or any food/candy purchase made at the Country Store or Drug Store. **Please be advised if your group is from out-of-state, you will be required to pay GA sales tax of 8% on rental, workshop/tour, and admission.** Any extra adults (beyond group leaders, teachers, and bus drivers) will NOT be sales-tax exempt unless the eligible school pays for the adults' admission.

Severe Weather

The Museum holds the right to close the facilities if severe weather is approaching and will call schools to reschedule if this occurs. Museum personnel will call schools to reschedule if this occurs. However, schools deciding to cancel their scheduled visit 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.

Steam Engine

A train ride is **not** part of the self-guided tour; however, a train ride can be a thrilling addition to a tour! The train runs every Saturday, (except for the month of August) but does not run during the week. If you would like to include the train in your weekday visit, you must notify us to reserve the train no later than two weeks prior to your visit. This will ensure that we have time to schedule an engineer and conductors. If we receive less than two weeks' notice, we cannot guarantee a train reservation. Please note there is an additional charge for inclusion of the train in your tour, as follows:

≤ 60 riders (students & adults)	61+ riders (students & adults)
\$250 base rate	\$4.00/person

Arrival

Groups must arrive on time to keep their reservation. Please have the students remain on the bus while one person goes into the Country Store to pay.



Group Leaders

Please provide one (1) adult group leader for every ten (10) students. Group leaders, teachers, and bus drivers have free admission. The Museum's Education Department will decide on the number of free adult leaders based upon your total student numbers. **We reserve the right to reduce the number of free group leader admissions if your student numbers drop drastically.** Please update your numbers with us no fewer than two weeks prior to visit. The number of group leaders allowed for your school is provided on your Reservation Confirmation form.

Teachers should be sure all group leaders understand their duties before the visit. Group leaders should:

- Ensure students in his/her group behave appropriately.
- Assist the interpreters in providing a positive learning experience. Stay with their students at all times and help them move through the Village and Museum.
- Be familiar with the site **before** arriving.
- Group leaders must assist students with their purchases while visiting the Drug Store.

Lunch

The Opry Shelter is available for your use. You may unload your lunches and take them to the Opry Shelter upon arrival. However, buses and vehicles are not permitted to drive up to the Opry Shelter. Our Drug Store also offers daily lunch combos. Please call 229-391-5205, or email tcarpenter@abac.edu to arrange lunches for your groups.

Safety

The Museum's goal is to provide an educational and interactive learning experience; however, many of the structures, fences, and items in the Village and Museum are antiques. Please no handling of these items or climbing on fences or well covers. Please do not feed or pet farm animals or livestock, unless instructed to do so by an interpreter. There is one observation beehive at the Destination Ag site and a set of



beehive boxes in the Historic Village. **Please inform those who have bee allergies that hives are located on site and encourage them to take necessary medical precautions when visiting such as bringing an epi-pen or Benadryl.**

Photography

Still or video photography is welcomed on our site for personal, non-commercial use only. No tripods, please. During your visit, you may be photographed for promotional purposes by the Museum and Village staff. **If you do not wish to be photographed or if you have a child who cannot be photographed, please request a special sticker during check-in at the Country Store.**

What to Wear

Adults and children should wear comfortable walking shoes and clothing appropriate to the weather. We suggest closed-toe shoes, no flip-flops or sandals. Please plan for the weather and remind students to bring jackets/sweaters when necessary. We operate in all kinds of weather (except severe thunderstorms/tornados).

Overnight Accommodations

If your group requires overnight accommodations, please let us know. We will be happy to assist you.

Booking

[Online reservations](#) are required for the Self-Guided Tour. **Your tour is not reserved until you receive a reservation confirmation from the Museum's Education Department.**



COVID-19 Safety Information

We are dedicated to creating a safe environment for our staff and guests. We have implemented procedures that help us reduce contact, maintain social distancing, and keep our facilities clean.

Safety Procedures Implemented by ABAC's Georgia Museum of Agriculture

- Following the most current CDC public health guidelines
- Disinfecting public areas regularly
- Wearing masks
- Placing barriers at close contact areas
- Utilizing one-way entry and exit ways for buildings
- Limiting our capacity to allow adequate spacing for to social distancing
- Posting helpful social distancing markers and signs
- Promoting a low touch experience— most interactives are closed
- Providing hand sanitizing stations throughout the Museum site

Safety Guidelines for Guests

- We require that adults and children over the age of 5 wear face masks or face coverings while inside buildings. Medical exceptions are allowed. Disposable masks are available upon request.
- Stay home if you do not feel well or are exhibiting symptoms of COVID-19.
- Practice social distancing by maintaining at least 6 feet of distance between you and others.
- Wash your hands frequently and use hand sanitizer, especially when washing hands is not practical.
- Cover your cough and sneeze.
- To ensure public safety, water fountains are temporarily disabled. Guests may bring their own water bottle or drinks in, or purchase beverages the Country Store or Drug Store.

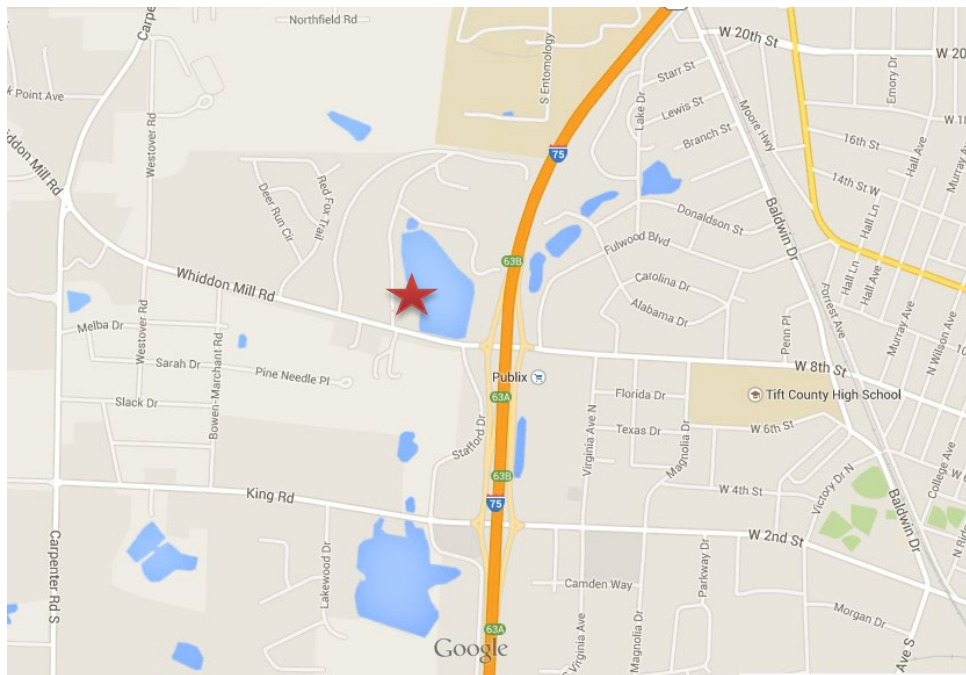
Further information regarding the Museum and ABAC's response to the Coronavirus is available at www.abac.edu/coronavirus.



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Directions

The Georgia Museum of Agriculture & Historic Village is located in Tifton, GA, at exit 63B on I-75. For those using a GPS system, our physical address is 1392 Whiddon Mill Rd., Tifton, GA, 31793. Please check-in at the Tifton Welcome Center/Country Store before proceeding to the Museum and Village.



Questions? Contact...

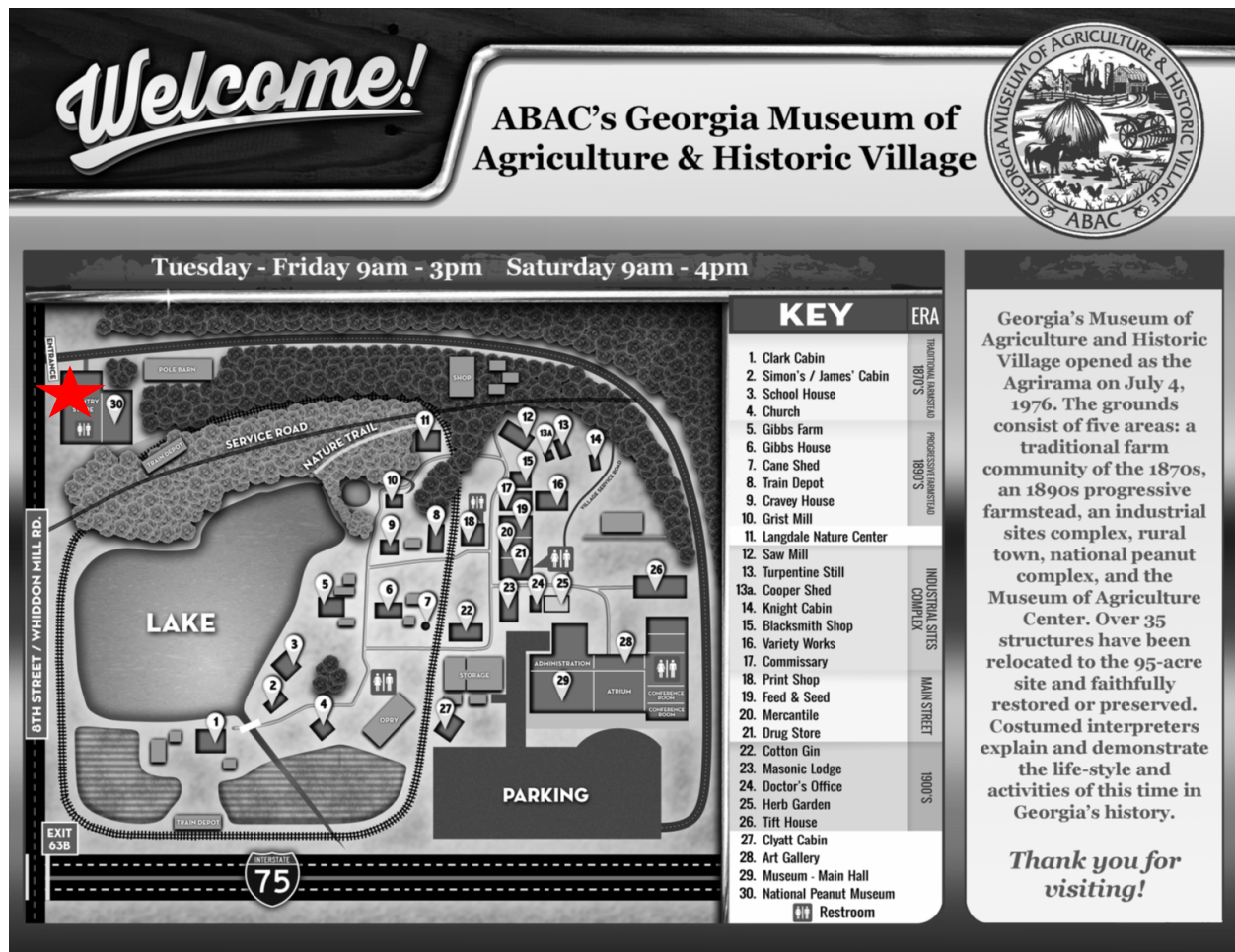
Tonia Carpenter, tcarpenter@abac.edu, 229/391-5205



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Map

Maps will be provided at check-in at the Country Store (red star on the map below).





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Permission Letter

Dear Parents/Guardians,

We are excited to announce our field trip to the Georgia Museum of Agriculture & Historic Village scheduled for _____. During their visit, students will explore a historic Georgia wiregrass community. Further information will be provided at a later date. Please complete the permission slip below and return it to your teacher.

ABAC's Georgia Museum of Agriculture Field Trip

Student's Name: _____ Date: _____

☐

Will attend

☐

Will not attend

Parent's Signature: _____





Group Leader Letter

Thank you for volunteering to be a Group Leader!

We are excited to have you join our Self-Guided Tour at the Georgia Museum of Agriculture & Historic Village scheduled for _____. During our visit, we will be able to explore the grounds at our own pace. As a group leader, you will be responsible for a small group of students. Please review the following information to ensure a safe, fun, and exciting experience.

Students in your group:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Group Leaders are...

- ✓ responsible for the students in their group. Please maintain proper and polite behavior from the students. If there are behavioral issues, contact the lead teacher.
- ✓ prepared. Feel free to take a look at ABAC's Georgia Museum of Agriculture website (gma.abac.edu). The more prepared you are the smoother your day will be.



Other Helpful Tips:

- Wear comfortable shoes and dress appropriately for the weather. Most of the day will be spent walking outside.
- You are responsible for your group's behavior. Please have fun but maintain a proper and polite decorum during your visit. If there are behavioral issues, please contact the lead teacher, _____. Do not leave your students alone with an interpreter. Stay with them at all times.
- Departure at _____ a.m.
- Your group will be in bus # _____.
- Upon arrival, please keep your students on the bus. The lead teacher will check-in the school at the Country Store.
- Chaperones who are not group leaders must pay admission in the Country Store.
- Once in the back parking lot (after check-in), everyone may unload and enter the Museum. Restrooms are available in the atrium upon entrance.
- Museum Staff will meet with your group prior to your exploration.
- You are free to tour the facilities at your own pace with your students. Let them use the map to determine where they would like to visit.

- **IMPORTANT: Other groups (tours & workshops) may be on grounds.**
 - Self-guided tours **DO NOT** include historic lunch. If you see a group eating in the houses, this is a workshop session. Please do not disturb.
 - The Drug Store tends to be very crowded after lunch. We suggest tours visit the Drug Store **before** lunch to avoid crowding. There is a **\$5.00 minimum purchase when using a credit/debit card.** An adult must assist students with their purchases at the register.
- Cell phones are to only be used for emergency or pictures. Both the students and you will have a great experience together if you participate.
- We will meet at _____ for lunch at _____ p.m.
- There is no use of any tobacco products, including vapor cigarettes, on Museum property (ABAC policy).



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Field Trip Reminder Letter

Our class is scheduled to visit the Georgia Museum of Agriculture _____. Please ensure your child wears comfortable shoes and prepares accordingly for weather (jacket, poncho, etc.). Indicate below the type of lunch your student will have for that day and return the bottom portion tomorrow. Don't forget to discuss with your child what he/she experienced during this trip. Allow them to share their adventure with you!

ABAC's Georgia Museum of Agriculture Field Trip

Teacher: _____

Student Name: _____

_____ School packed lunch

_____ Home packed lunch

