



Visit to the Past Workshop Trip 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](http://gma.abac.edu/education/historic-field-trips) using this link.
(gma.abac.edu/education/historic-field-trips)
3. Field trips are not confirmed until you receive an email from the Museum confirming the date of your field trip.

Use the Workshop Field Trip Checklist provided in this packet to prepare for your field trip.

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Introduction

Take your students on a trip back in time with our Visit to the Past Workshop. ABAC's Georgia Museum of Agriculture is where history comes alive, recreating farm and rural village life in Wiregrass Georgia from 1870-1910. This hands-on workshop for grades K-12 includes educational and fun-filled activities, some of which may include operating the hand press at the print shop, grinding corn into meal and grits at the grist mill, washing clothes on a washboard, experiencing our one-room schoolhouse, or making a poultice at the doctor's office.

During the beginning of their visit, students will dress in costume; boys in suspenders and girls in skirts and aprons. Student groups, led by an adult group leader from the visiting school, will follow a provided itinerary to visit various sites throughout the Historic Village. Included in the programming is an authentic homemade lunch served at one of the Village's houses or cabins.

Please keep in mind that it is not possible to have your students visit every building on site, or to have all your students visit the same buildings during the day. This allows the students to share their different experiences with each other, becoming educators themselves. Activities may also change throughout the year due to the seasons.





Workshop Field Trip 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 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.
- ☐ 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 food allergies or 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 the number of groups indicated by the Museum. This number is represented by the number of free Group Leaders on your Reservation Confirmation.
- ☐ 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.
- ☐ Remind extra chaperones that they will need to pay admission (plus tax).



- ❑ Only group leaders will eat the historic lunch with the students at no cost. Teachers, bus drivers, and all other adults will need to provide their own lunch. The Drug Store sells lunch (**\$5.00 minimum with credit/debit card purchase**) or they may bring their own lunch. Food or drink is not allowed inside any historic buildings besides the Drug Store.
- ❑ Review behavior expectations with students and remind them about what to wear.
- ❑ Send home [Fieldtrip Reminder Letter](#) with this information one to two days prior to trip.

Upon Arrival:

- **Don't forget to bring 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, accept payment and provide parking instructions. All adults should receive a wristband (including chaperones paying separately).
- Before the buses drive to the back parking lot, make sure group leaders have necessary materials (maps, list of students in group, etc.).
- After check-in at the Country Store, drive around to the back parking lot which faces I-75. Drive to the south end of the parking lot to unload students and park.
- Museum staff will greet students as they unload the bus. Students will be led to the restrooms at the Opry Shelter. From there, students will go to the Costume Shop for orientation and costuming.



Visit to the Past Workshop Specifics

The Visit to the Past Workshop provides an opportunity for student groups, led by teachers or group leaders provided by the visiting school, to follow an itinerary consisting of 20-minute interpreter led, hands-on sessions held at various attractions throughout the Museum and Historic Village.

Please be aware that you will probably not be the only group on-site that day. We often have other groups touring or participating in a workshop. 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.

- Please follow the itinerary provided to you by the Museum. Changing your itinerary may affect other groups and/or result in your students not able to fully participate in planned activities.
- Every student group may not receive the same experience as they may visit different sites throughout the day. Visiting different sites allows students to teach each other about their experience and provides an opportunity to review the day as a group.
- The Drug Store/ Ice Cream Shop can become very busy in the afternoon with workshops. Workshops will be assigned a specific time to visit the Drug Store/ Ice Cream Shop if you indicated yes on the registration form. 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 credit/debit cards.**
- Chaperones, teachers, and bus drivers will **NOT** eat lunch with students during their historic lunch. Only **group leaders** will eat historic lunch with the students. All other adults may bring their own lunch or purchase lunch at the Drug Store (\$5.00 minimum purchase with credit/debit card).
- Group leaders and teachers are responsible for students' behavior while on site. Please make sure to keep your group together and be respectful of the surroundings. Many of the attractions are from the original time period.



Policies

Hours

The Museum and Village are open Tuesday-Friday, 9:00 a.m. - 3:00 p.m., and workshops are offered September through December and February through May. Arrival times for a workshop are available from 9:00 a.m. to 10:00 a.m. The workshop sessions begin at 10:10 a.m. and conclude by 2:10 pm. After a workshop program, schools are welcome to tour the rest of the site as their time allows.

Prompt arrival is vital to ensuring the best workshop experience for you and your students. If you arrive late, your students may miss an entire workshop session.

Cost & Payment

The workshop cost is \$15.00 per student, which includes a costume and lunch. Teachers and bus drivers receive free Museum admission (not including lunch). Any extra adults pay the normal admission fee of \$7.00 plus tax (not including lunch). No deposit is required. **Last-minute cancellations (within seven business days of scheduled workshop date) will be billed 50% of the total workshop cost.**

Payment is to be made 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 applies. No refunds are offered for overpayment. Please have an accurate count of your students before paying.

Sales Tax Exemptions

Any school or state agency within the state of Georgia is exempt on sales tax for admission, school workshop/tour, and rental fees. Catering or food/candy purchase(s) made at the Country Store or Drug Store are NOT exempt from applicable sales tax. Please be advised if a group is out of state they will be required to pay GA sales tax of 8% on rental, workshop/tour, and admission. Tax exempt only applies in the state which the group is from.



Arrival

Groups must arrive on time to avoid missing part of their experience. Please have the students remain on the bus while one person goes into the Country Store to pay. Groups arriving later than their scheduled time may miss part of their programming.

Steam Engine

A train ride is not part of the workshop program; however, a train ride can be a thrilling addition to our standard program! 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 ahead of 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 workshop, as follows:

≤ 60 riders (students & adults)	61+ riders (students & adults)
\$300 base rate	\$5.00/person

Group Size

The workshop has a minimum requirement of 8 students and a maximum of 100, unless other arrangements have been approved in advance by the Museum's Education Department. The Museum allots a maximum of 10 groups with up to 10 students per group for workshops. These groups are based on your number of students and are created prior to your arrival by the Education Department. Groups follow a pre-arranged itinerary that is provided upon check in at the Country Store. Each group is led by one adult group leader provided by the school who will remain with the students throughout their experience.

Programming

Each group of students visits a number of interactive stations for approximately 20-minutes per station with a 30-minute lunch break. Student groups from the same school may visit different areas of the Museum depending upon the total number of student groups on-site that day. The total number of stations visited by the students also depends upon the arrival and departure times of your group.



Group Leaders/Chaperones

Please note that you will be expected to provide one adult group leader for each of your student groups. This adult will receive free admission and lunch with the students. The number of groups will be determined by the Museum's Education Department and is 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 less than two weeks prior to visit.

Please do not change the number of groups established for your school by the Museum once the itinerary is arranged. This leads to much confusion on the part of your group leaders and our interpreters, as well as, during the payment process. Teachers should ensure all chaperones understand their duties before the visit.

Chaperones should:

- ✓ Ensure students in his/her group behave appropriately.
- ✓ Assist the interpreters in providing a positive learning experience.
- ✓ Remain with their students at all times and help them move through the Village and Museum.
- ✓ Not deviate from the group itinerary.
- ✓ Assist students with their purchases while visiting the Drug Store.
- ✓ Use cell phones for picture taking only – do not take or make calls while supervising students.

Lunch

Students and adult group leaders eat a homemade lunch at the farmhouses, consisting of homemade chicken perlieu (a traditional chicken and rice stew with vegetables), cornbread, strawberry jam, butter, sweet pickles, pound cake, and water. Only students and adult group leaders wearing our labels eat at the farmhouses. All other adults are expected to provide their own lunches or to purchase lunch at the Drug Store. Please call 229-391-5208, or email sfhand@abac.edu, to arrange to have lunch combos ready for any extra adults and visitors.

During Your Visit

Please be aware that you will probably not be the only group on-site that day. We often have multiple schools participating in workshops and tours on any given day. You may have your orientation or receive your costumes with another school. This will in no way interfere with your group's experience.



Severe Weather

The Museum reserves the right to close the facilities if severe weather is approaching or forecasted for a particular day. 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.

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 Museum and Village staff. **If you do not wish to be photographed or have a child who cannot be photographed, please request a special sticker during check-in at the Country Store.**

Clothing

Adults and children should wear comfortable walking shoes and clothing appropriate to the weather. We recommend wearing closed-toe shoes as the trip involves walking on dirt and/or grass paths and to avoid fire ants. 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).

Safety

There are many hands-on activities available for our school group participants; however, many of the structures, fences, and items in the Village and Museum are antiques or unsafe for climbing. There is 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.



Overnight Accommodations

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

Booking

[Online reservations](#) are required for the Visit to the Past workshop.

Your workshop is not reserved until you receive a reservation confirmation from the Museum's Education Department.

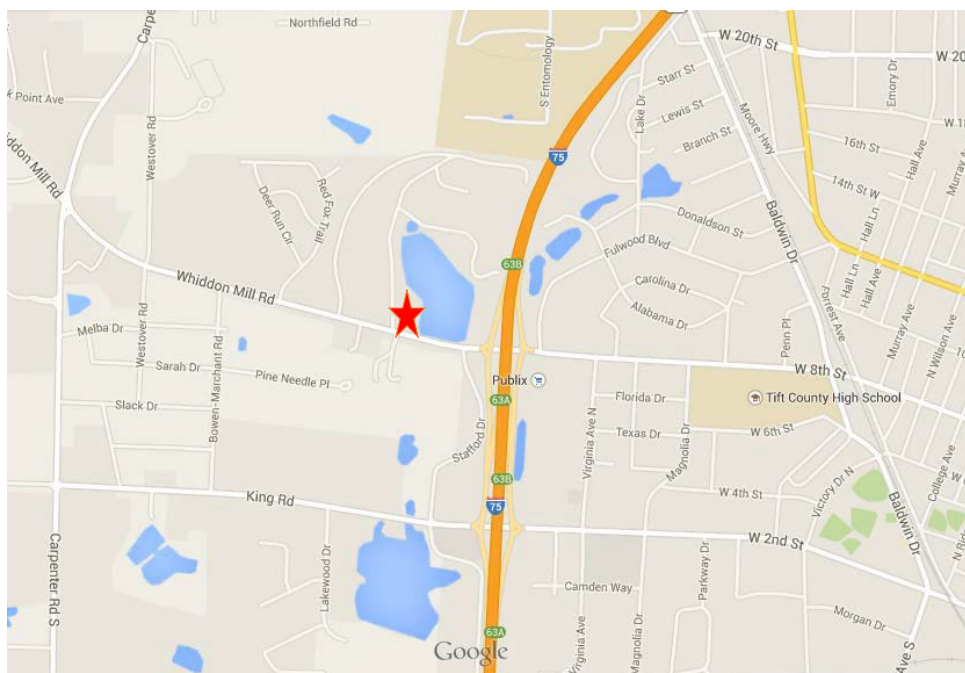
Contact Information

Sara Hand, sfhand@abac.edu, (229) 391-5208



Directions

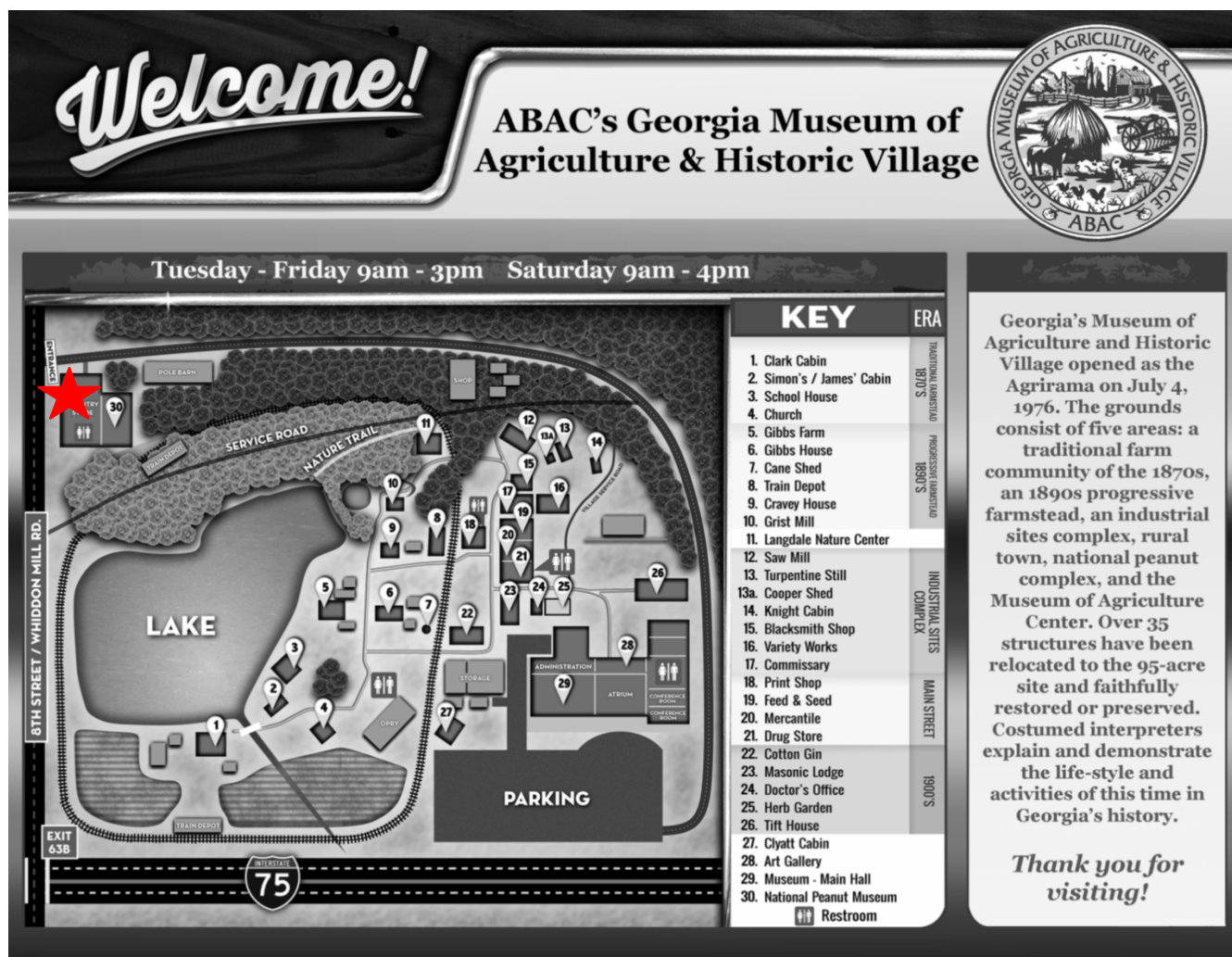
The Georgia Museum of Agriculture & Historic Village is located in Tifton, GA at exit 63B on I-75. For those using a GPS system, our physical address is 1392 Whiddon Mill Rd., Tifton, GA, 31793. Please check in at the Country Store before proceeding to the museum and village.





Map

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





Permission Letter

Dear Parents/Guardians,

We are excited to announce our field trip to ABAC's Georgia Museum of Agriculture 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 Visit to the Past Workshop at ABAC's Georgia Museum of Agriculture scheduled for _____. During our visit, we will follow a schedule provided by the Museum which includes a historic lunch. 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. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

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. Review the Georgia Museum of Agriculture website at gma.abac.edu. The more prepared you are the smoother your day will be.



Helpful Tips

- Please wear comfortable shoes and dress appropriately for the weather. Most of the day will be spent walking outside. This includes your students!
- 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,_____. Students must remain supervised and accompanied by a school provided chaperone 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 and either bring their own lunch or purchase a lunch at the Drug Store (\$5.00 minimum purchase with credit/debit card). Teachers and bus drivers receive free museum admission; however, they must provide or purchase their own lunches.
- Once in the back parking lot (after check-in), everyone may unload and enter the Historic Village by the Clyatt Cabin at the south end of the lot. Restrooms are available at the Opry Shelter upon entrance.
- Museum Staff will meet with your group for orientation & costuming.
- Your group will be provided with a set schedule. Please adhere to this schedule to ensure your group has the best experience possible. Museum staff is following the same schedule, and interpreters will expect your arrival.
- The Drug Store/ Ice Cream Shop can become very busy in the afternoon with workshops. Workshops will be assigned a specific time to visit the Drug Store/ Ice Cream Shop if you indicated yes on the registration form. 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 credit/debit cards.
- Cell phones are to only be used for emergency or pictures. Both the students and you will have a great experience together if you are active with the group.
- There is no use of any tobacco products, including vapor cigarettes, on Museum property (ABAC policy).



Field Trip Reminder Letter

Our class is scheduled to visit ABAC's Georgia Museum of Agriculture

_____. Please remember the following:

1. Arrive to school on time so we may arrive to the Museum on schedule.
2. Ensure your child wears comfortable shoes (no sandals or flip- flops).
3. Prepare accordingly for weather (sunscreen, water bottle, jacket, poncho, umbrella, etc.).
4. Wear solid colored shirt with no writing, if possible.
5. Remember, lunch is provided with the workshop.

Don't forget to discuss with your child what he/she experienced during this trip. Allow them to share their adventure with you!