



On-site Programming Lead Teacher Guide Spring 2025



*Planting Knowledge &
Cultivating the Future*



Georgia Museum
of Agriculture

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How to Use This Guide

Welcome to Destination Ag's (DA) living classroom! We are excited you and your students can join us for an on-site learning experience. This guide is here to assist you! We understand that implementing a field trip is not an easy task and we want to make the processes as smooth as possible. The goal is for all participants to have a clear understanding and realistic expectations for the field trip.

If you have not already, don't forget to choose your lessons with the [online](#) form.

Please review the entire guide; however, you can find the answers to various topics below!

- [Safety](#) - page 7
- [State Standards](#) - page 4
- [Lunch policies](#) - page 9
- [Extra adults/chaperones](#) - page 9
- [Severe weather](#) - page 9



A Little About Us

In 2016, the Harley Langdale, Jr. Foundation and the GMA partnered together for a common goal: to increase children's connection between their daily lives and agriculture and natural resources. The generous contribution of the Harley Langdale, Jr. Foundation provided support for the creation of Destination Ag.

Destination Ag is currently offering programming at no cost to public school children in grades PreK, first, third, and fifth in thirteen school districts (Ben Hill, Berrien, Brooks, Colquitt, Cook, Crisp, Echols, Irwin, Lanier, Lowndes, Tift, Turner, Valdosta City, Wilcox, and Worth). Programming is available to schools outside the target grades and districts at a reasonable rate.

Program Details

- Museum sends a reminder two weeks prior to visit, including number of Museum teaching groups and teaching group names.
- Museum teaching groups are usually equal to the number of classrooms attending. If necessary, classrooms may need to dissolve into other groups to ensure everyone can attend on a specified day.
- Teachers choose between two arrival times: 9 am or 10 am. Departure times are dependent upon visiting school's schedule, number of sessions, and availability.
- Four sessions are included with a full day program (9am-1pm). Arriving later and/or departing earlier will reduce the number of sessions available.
 - ♦ PreK sessions are 20-minutes (schools depart by 12:30) and first grade sessions are 30-minutes (schools depart by 1:00).
 - ♦ All schools experience a Free Time session.
 - Museum staff is available in case of emergencies, but not to provide programming. Visiting teachers are responsible for their students. Students can enjoy an agriculturally themed playground. More than one class may be at Free Time during a single session.
 - ♦ Teachers choose three sessions (page 4). If arriving at 10am, two sessions are chosen. Complete the Lead Teacher Registration Form to choose lessons. **If this form is not completed before two weeks of your scheduled field trip date, then lessons will be automatically assigned.**
- A 10-minute break between sessions provides time for walking and disinfecting teaching materials.
- Schools bring sack lunches for a 30-minute lunch break under the Opry Shelter pavilion.
- All lessons address Georgia state educational standards (page 4).
- Visit our [website](#) for resources to help incorporate the field trip into your classroom! Book lists and vocabulary lists are available to download.
- ♦ Field experiences are \$10 per student and include up to three sessions. Teachers, other school staff, and bus drivers do not pay Museum admission. All other adults must pay general Museum admission upon arrival (\$10.00 + tax). ***Fee only applies to schools outside the target grades and region (districts listed on page 2).***

Lead Teacher Responsibilities

You play a vital role in Destination Ag! As lead teacher, it is your responsibility to assist in communication between ABAC's Georgia Museum of Agriculture and your teachers. Throughout the weeks prior to your field trip, you will receive further information to share with other visiting teachers from your school.

- Sharing relevant information with all visiting teachers, including policies.
- Deciding which sessions to take.
- Obtaining media release forms from all students and adults participating in the field trip and providing those to the Museum during orientation.
- Organizing transportation.
- Organizing sack lunches.
- Checking in at the Country Store upon arrival to provide total student numbers, payment (if applicable), and be greeted by GMA staff.

Available Lessons & State Standards

PreK (20-minute lessons) and 1st Grade (30-minute lessons)

Cow to Carton-Career: Get ready for an exciting journey into the world of dairy farming! Students will get to milk Buttercup, the friendly fiberglass milking cow, and meet the Museum's mini-Herefords cattle!

State standards addressed: CD-SC3.4a, CD-SC3.4b, CD-SS4.4d, S1L1.b, SS1E1, SS1E3, 1.NR.2

Plants & Pollinators: Students explore the world of plants as they learn about the many products that come from Georgia's crops. A visit to the pollinator garden may even have students spotting some busy pollinators buzzing around!

Standards: CD-SC3.4a, CD-SC3.4b, S1L1

Domestic vs. Wild: Do you know the differences between a domestic animal and a wild animal? While meeting two live animals, students will learn how the animals get their five needs met.

Standards: CD-SC3.4a, CD-SC3.4b, S1L1

Shell to Feather: Get ready for an exciting adventure with eggs! Students will learn about the chicken life cycle and even have the chance to 'candle' an egg. Standards: CD-SC1.4b, CD-SC3.4a, CD-SC3.4b, CD-SS4.4b, S1L1.b, SS1E1

Free Time*: This session is included for all on-site field experiences. Students learn through play while enjoying non-structured time at our agriculturally themed play area. Visiting teachers are responsible for their students and more than one class may be in the Free Time area during a session.

Lesson	PreK Standards	1st Grade Standards
Cow to Carton	CD-SC3.4a, CD-SC3.4b, CD-SS4.4d	S1L1.b, SS1E1, SS1E3, 1.NR.2
Plants & Pollinators	CD-SC3.4a, CD-SC3.4b	S1L1
Domestic vs. Wild	CD-SC3.4a, CD-SC3.4b	S1L1
Shell to Feather	CD-SC1.4b, CD-SC3.4a, CD-SC3.4b, CD-SS4.4b	S1L1.b, SS1E1

Field Trip Checklist

Four+ weeks prior

- ☐ Decide which sessions and complete the Lead Teacher Registration Form
- ☐ Book transportation
- ☐ Schedule sack lunches
- ☐ Communicate with all teachers the field trip date

Two-Three weeks prior

- ☐ Confirm student numbers and additional needs with teachers and Museum
- ☐ Notify Museum of any additional needs (allergies, wheelchair users, visually impaired, etc.)
- ☐ Assign classrooms teaching groups once names are received from Museum
- ☐ Send home field trip permission and media release forms
- ☐ Meet with teachers and other group leaders to review policies and expectations
- ☐ Remind any additional adults they will need to pay Museum admission (excludes bus drivers, teachers, para-pros, assistant teachers)
- ☐ Share additional [web resources](#) which assist teachers integrating the field trip into their classroom

One week Prior

- ☐ Review behavior expectations with students and remind them what to wear
- ☐ Send home reminder field trip letter

Field Trip Day

- ☐ Drive through the gate to the back parking lot
- ☐ Quick orientation on bus by GMA staff
- ☐ Provide student numbers to GMA staff
- ☐ Submit media release forms to GMA staff
- ☐ Have one teacher/adult with each group
- ☐ Have fun!



Museum Policies

Take the time to review the following policies and share all relevant information with your teachers, parents, and students. A field trip reminder will be emailed two weeks prior to your trip. The more organized you and your staff are, the smoother your field trip will be!

Program Tip: Provide this guide to all visiting teachers!

Programming

- Each teaching group will rotate through four sessions (depending on arrival/departure time and the number of lessons chosen) and a 30-minute lunch. PreK sessions are 20-minutes and 1st grade sessions are 30-minutes.
- Schools choose between two arrival times, 9:00 am or 10:00 am, and should try to arrive no later than 15-minutes after their scheduled time (9:15 am or 10:15 am). Departure times will vary depending on the number of lessons taken.
- PreK may depart by 12:30 pm and 1st grade may depart by 1:00 pm.
- Schools arriving at 10:00 am will have three sessions plus a 30-minute lunch.
- **Destination Ag programming does not include visiting the Historic Village buildings or riding the train.** If you are interested in booking a historic program in the Historic Village, please visit us [online](#).



Safety

- As most programming is outside, there are safety considerations of which everyone should be aware. Please share these with your students and adults.
- Destination Ag has a pollinator garden! Please inform those who have bee allergies aware that hives are located on-site at the Museum.
- Keep an eye out for fire ants. Be aware of where you are standing at all times.
- Do not feed or pet any animals unless given permission by staff.
- Stay hydrated! We suggest bringing water bottles; however, water stations will be available during extremely hot days.
- First aid kits are available for teachers/chaperones to use. Ask a Destination Ag staff member if the need arises.

COVID-19 Safety

- To assist in the safety of staff and visitors, Destination Ag instructors will provide hand sanitizer.
- Teaching materials will be disinfected in between lessons and hand sanitizer will be strongly encouraged.
- Visit the [website](#) for further information on the Museum's COVID-19 response.

Program Tip: Please share with all visiting adults that Destination Ag is a different program from GMA's historic programming. They are welcome to visit the Historic Village at another time!

Museum Teaching Groups

- A couple of weeks prior to the trip, the Museum will provide the names of the teaching groups your school is assigned, which is correlated to the number of classrooms visiting. Classrooms may have to be dissolved into teaching groups to ensure all students from your school can attend on the assigned days.
- Please assign the teaching group names and inform all adults (including chaperones) and students **before** programming day. This will allow for a quicker transition from bus unloading to orientation.
- Each teaching group is led by an adult group leader provided by the school. This is usually a classroom teacher.
- Please do not change the number or names of the teaching groups provided by the Museum.
- The Museum reserves the right to adjust the number of teaching groups and group leaders based on your student numbers upon arrival.
- **Please contact us prior to your visit if there are any additional needs (allergies, wheelchair users, visually impaired, etc.) that we should be aware of.** This will allow our instructors to better prepare for your visit.

Free Time

- Free Time is included for all on-site field experiences.
- No Museum staff are assigned to classes during the Free Time session. Teachers are responsible for their students.
- More than one teaching group may be assigned to Free Time during the same session.

Program Tip: Your group might be on [Destination Ag's Facebook](#) page after your trip. Make sure to visit and like our page!

Adult Group Leaders

- An adult leader must be present for each teaching group. The Museum requires teachers to act as group leaders before parent chaperones. This adult leader will receive free admission.
- Please do not adjust the itinerary provided by the Museum upon your arrival.
- The adult group leader will be responsible for students' behavior and leading the students through their itinerary. Students must stay with their adult group leader at all times.
- Please be sure all adult group leaders understand their duties before the visit. Group leaders should:
 - * Ensure students in his/her group behave appropriately.
 - * Assist Museum staff in providing a positive learning experience.
 - * Stay with their students at all times and help them move through the provided itinerary.
 - * Not deviate from the group itinerary.
 - * Use cell phones for picture taking only—do not take or make calls while supervising students.



Arrival

- Please arrive at your chosen time (9:00 am or 10:00 am) to allow time for check-in and using the restroom. If you arrive later, you may miss some parts of programming. If you are running late, please contact us as soon as possible at 229/391-5205.
- **All** buses drive through the gate and follow the road to the large parking lot. Museum staff will be waiting to help park buses. Buses do **NOT** stop at the Country Store. Parents/chaperones still need to pay admission at the Country Store.
 - Monday Groups: The Historic Village and Drug Store are closed. There is now admission cost to the program. Parents and extra chaperones may drive through the gate and follow the road to the large parking lot to meet the buses.
 - Tuesday-Friday Groups: Parents and extra chaperones must pay Museum general admission in the Country Store. \$10.00 + tax for adults, \$8.00 + tax for children 4+
- Bus drivers, teachers, para-pros, and teachers assistants receive free admission.
- After a quick bus orientation, students will unload the buses. The lead teacher will provide Museum staff with student numbers and any media release forms.

Lunch

- Your group will need to bring sack lunches which can be eaten at the Opry Shelter.
- Restrooms are also available at this location.
- Please assist us in keeping the Museum clean and remind your students and adults to throw away all garbage including in the restrooms.
- Thirty to 40-minutes is allotted for lunch. Please stay on time so your afternoon sessions are not delayed.
- Tuesdays through Fridays, the Historic Village Drug Store will sell lunch for adults only. Adults are welcome to purchase lunch and eat in the Opry Shelter. There is a minimum of a \$5 purchase for credit/debit cards.

Severe Weather

- Programming will occur rain or shine unless severe weather is imminent.
- The Museum reserves the right to close the facilities if severe weather is approaching or forecasted for a particular day. Museum staff will reschedule your trip if this occurs.
- If your school decides not to attend due to weather and the Museum remains open, it is up to you to call and reschedule. The Museum cannot guarantee availability on a later date as our books fill quickly.



Extra Chaperones/Parents

- Mondays: The Historic Village (including the Drug Store for lunches) is closed on Mondays. Additional adults can drive through the gate and follow the road to the large parking lot to meet the buses.
- Tuesday through Friday: Parents and extra chaperones attending must pay Museum general admission, \$10/adult (+ tax), at the Country Store (before the gate). Adults paying general admission are welcome to visit the Historic Village (including the Drug Store), Museum Gallery, and Museum Main Hall after Destination Ag programming. The Museum is open 9am to 3pm.
- Once they pay general admission, parents and chaperones may drive through the gate and meet the buses in the back parking lot.
- All adults are welcome to join the activities and fun! We suggest adults play an active role in the program and not stand along the sidelines. Please let your adults know we may ask them to assist.

What to Bring/Wear

- Students and adults should wear closed-toed shoes and dress appropriately for the weather (including rain).
- Water bottles are highly suggested during the warmer months and jackets/sweaters are recommended for the cooler months as the students will be outside during their field trip.



Media Release

- Upon entering the GMA, all visitors (including youth groups for programming purposes) grant the GMA the irrevocable permission to use his or her image, likeness, voice or sound recordings in any media for the purpose whatsoever without compensation.
- **Please have all students and teachers/paraprofessionals complete a media release form located towards the end of this document (pages 14-15) prior to the field trip.**
- If a child is unable to have their image taken, please let Museum staff know upon arriving and an armband will be provided for the child's teacher.
- All completed media release forms can be given to GMA staff during orientation at the Opry Shelter.

Directions

Physical Address

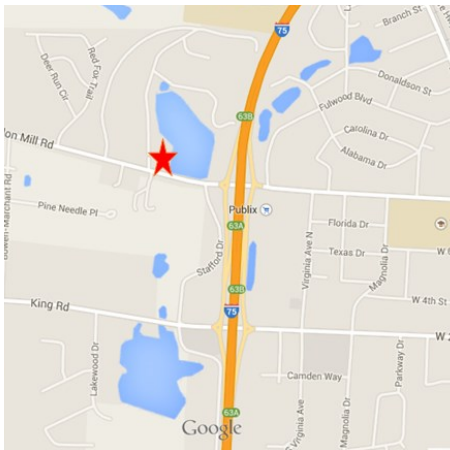
ABAC's Georgia Museum of Agriculture
1392 Whiddon Mill Rd
Tifton, GA 31793

Traveling Interstate 75-North

Exit 63B, turn left off ramp and 1st building on right.

Traveling Interstate 75-South

Exit 63B, turn right off ramp and 1st building on right.



Program Tip: Remind all bus drivers and adults driving separately, they must stop at the Country Store before continuing on to the main parking area.

Contact Us

Kelly Scott

Email: kscott@abac.edu

Phone: 229/391-5221

Website: gma.abac.edu/education/destination-ag



Sample Forms

The following pages include these forms.

- Media Release: **IMPORTANT!** Please provide completed copies during your field trip's orientation. English and Spanish copies included.
- Adult Group Leader Letter
- Parent Permission Form
- Parent Reminder Letter





Media Release Form

I certify that I am the parent or legal guardian of _____. I give permission for my child to be videoed, filmed, and photographed while visiting the Georgia Museum of Agriculture & Historic Village for the purposes of developing promotional materials for the Museum. I understand that neither I nor my child will receive compensation for the use of any media taken.

I hereby grant full permission to the Abraham Baldwin Agricultural College, a division of the Board of Regents of the University System of Georgia, to use, reproduce, publish, distribute, and exhibit my child's name, likeness, and voice in connection with these materials.

I hereby release and forever discharge the Abraham Baldwin Agricultural College, the Board of Regents of the University System of Georgia, their members individually, and their officers, agents and employees, from any and all claims, demands, rights, in my capacity as legal representative of my child, caused by or arising from the production or use of these materials.

I understand that the acceptance of this consent and release form by the Board and Regents of the University System of Georgia shall not constitute a waiver in whole or in part sovereign immunity by said Board, its members, officers, agents, and employees.

Child's Name: _____

Signature: _____

Printed Name: _____

Relationship: _____ Date: _____

School: _____ District: _____



Formulario de Autorización de Medios de Comunicación

Yo certifico que soy el padre o tutor legal de _____. Yo doy permiso para que mi hijo(a) sea grabado(a), filmado(a) y fotografiado(a) mientras visita el Museo de Agricultura y Pueblo Histórico de Georgia con el propósito de desarrollar materiales promocionales para el museo. Me queda claro que ni yo ni mi hijo(a) recibiremos compensación por el uso de cualquier medio de comunicación utilizado.

Por medio de la presente, le otorgo permiso total al Colegio Agrícola Abraham Baldwin, una división de la Junta de Dirigentes del Sistema Universitario de Georgia, para usar, reproducir, publicar, distribuir y exhibir el nombre y la voz de mi hijo(a) o cualquier semejanza en relación con estos materiales.

Por la presente, en mi capacidad legal como representante de mi hijo(a), absuelvo y exonero por siempre al Colegio Agrícola Abraham Baldwin, la Junta de Dirigentes del Sistema Universitario de Georgia, sus miembros individualmente, sus oficiales, agentes y empleados de todas y cada una de las demandas o derechos originados o causados por la producción o uso de estos materiales.

Entiendo que la aceptación de esta forma de consentimiento y absolución hacia la Junta de Dirigentes del Sistema Universitario de Georgia, no constituirá una renuncia total o parcial de inmunidad soberana por dicha Junta, sus miembros, oficiales, agentes y empleados.

Nombre del niño(a): _____

Firma del Padre/Tutor Legal: _____

Nombre del Padre/Tutor: _____

Relación: _____ Fecha: _____

Escuela: _____



Teacher/Adult Group Leader Letter

Dear Teachers and Group Leaders,

We are excited for you to join us for an interactive, adventurous journey into agriculture and natural resources. As group leader, you will be responsible for the students within your teaching group. Please review the following information to ensure a fun, safe adventure for everyone.

- Upon Arrival, follow the provided itinerary. This allows for every group to have enough time for the activities at each station. Changing the schedule will only confuse other visiting groups as well as Museum staff.
- Students must stay with you at all times. Please do not allow your students to wander by themselves. You are responsible for their behavior while at the Museum.
- Please watch the time and do not deviate from your schedule! If you are running late, there will not be a chance to make up that time at that station.
- Free Time allows your students to enjoy the playground. Teachers/group leaders lead the students during this time as Museum staff are not located at the playground. Staff are available to assist in emergencies as needed.
- All programming is outside, so please plan accordingly. Students are permitted to bring water bottles, umbrellas, or jackets if necessary. If it rains, the show will go on as usual! If it's hot, please make sure your students stay hydrated!
- Be aware of fire ants and other safety considerations during your visit. Students should not pet/ touch any animals unless instructed to do so by Museum staff.
- Tuesday through Friday, adults may purchase lunch (sandwich combos) at the Drug Store inside the Historic Village. The Drug Store is not open on Mondays.
- The Museum is a tobacco free campus, including vapor cigarettes.
- Cell phones are to be used for emergencies or pictures only. Remember, the more active you are in the group the more fun your students will have!

We look forward to your visit,

GMA Staff



Example Parent Permission Form

On _____, our class will be visiting ABAC's Georgia Museum of Agriculture to
(date)
partake in Destination Ag, an agriculture and natural resource program.

Destination Ag is an outdoor program so your child will need to wear appropriate clothing for the weather, including closed-toe shoes. During the early fall and late spring months, temperatures can be high. Water bottles are allowed during the field trip, but please label the bottle with your child's name.

The school will be providing a sack lunch. Please check below if your student will be eating a school sack lunch or bringing his/her own.

Please complete the permission form below and return it to the school no later than
_____.
(date)



Georgia Museum of Agriculture: Destination Ag Field Trip

Child's Name: _____

_____ Can attend

_____ Can not attend

If attending, he/she will be:

_____ Eating school sack lunch

_____ Bringing own sack lunch

Signature: _____

Date: _____



Example Parent Reminder Letter

On _____, our class will visit ABAC's Georgia Museum of Agriculture
(date)
to partake in Destination Ag, an agriculture and natural resource program.

Please remember the following:

- arrive to school at _____ so we may leave on schedule
- ensure your child wears comfortable closed-toe shoes (no sandals or flip-flops)
- prepare accordingly for weather (jacket, poncho, umbrella, water bottle, etc.)

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