Making the most of your field trip

About The Tech Interactive

Why take a field trip to The Tech Interactive? Bringing your students to The Tech guarantees them a day of imaginative, immersive scientific learning that reinforces national and state standards. We’ll let educators tell you what they think:

“There are so many fun and interactive exhibits on display that make learning easy, fun, and very hands-on. It is truly an experience that the students and teachers will not forget.”
— Melissa Shaw, 4th grade teacher

“We have been studying genetics, so I wanted to make sure that we got to do the DNA and Genetics lab. I think The Tech offers a great way for my class to see many of the things we have studied or will study first hand.”
— Jamie LaGrange, 7th grade teacher

“Thank you for all the efforts that have gone in and go in to creating an engaging, yet rigorous lab for our students! Additionally, thank you for considering our language learners and for training your staff so well!”
— Nicole Stanton, 5th grade teacher

“Amazing experience. Worth the three-hour drive!”
— Jennifer Horne, 2nd grade teacher

Table of contents

How to book your trip ................... 2
Field trip pricing ......................... 3
Group reservation policies .............. 4
Title I policies ............................ 5
Checklist for a successful field trip ...... 6
Arrival procedures ...................... 8
Lunch procedures ...................... 9
The Tech Interactive guidelines and tips .. 10
Behavior expectations .................. 11
Student behavior contract ............... 12
Chaperone information form ............ 13
Chaperone map .......................... 14
Bus parking map ........................ 15
Carpool and guest parking map ........ 16
Field trip lunches ....................... 17
How to book your field trip

This checklist and timetable will guide you through the process and ensure a successful experience for you and your students.

At least two months prior to your desired date

☐ Coordinate with your colleagues to research and choose your Tech Interactive experiences:
  • Science Labs: 90-minute sessions, must be booked in advance. Visit thetech.org/sciencelabs
  • Innovation Labs: 45-minute sessions, must be booked in advance. Visit thetech.org/innovationlabs
  • IMAX® Dome Theater with Laser: Films are approximately 45 minutes and must be booked in advance. The first school group of at least 50 people may select which IMAX film will be shown at 10 a.m. or 11 a.m. Other times subject to schedule. Our library of films and educator guides can be found at thetech.org/educationalfilms
  • The Tech Studio: Hands-on activities. Please allow approximately 30 minutes. Visit thetech.org/techstudio
  • Galleries: Two levels of interactive exhibits about bioengineering, tech + art, health and the body, cyber security, robotics and more. Please allow a minimum of 90 minutes. Visit thetech.org/galleries

☐ Because some dates may already be at capacity, choose three potential dates for your field trip. Field trips are booked Monday through Friday starting at 9 a.m. from late September through the first week of June.

☐ Field trip requests must be submitted to The Tech via our online application. A Group Reservations Specialist will follow up within four (4) business days to confirm details and accept payment. We no longer take field trip requests by phone.

Eight to ten weeks prior to your desired date

• Arrange transportation to The Interactive. Options: thetech.org/field-trip-transportation
• Complete payment. Payment will not be accepted on the date of your visit.
• Begin recruiting chaperones. One chaperone is required for every eight students.
## Field trip pricing

<table>
<thead>
<tr>
<th><strong>Title I Schools and After-School Groups</strong>&lt;sup&gt;*&lt;/sup&gt;</th>
<th><strong>Non-Title I Schools</strong></th>
<th><strong>Non-Title I After-School Groups (arriving after 3 p.m.)</strong></th>
<th><strong>Youth Group</strong></th>
<th><strong>Science Lab</strong> (90 minutes; details: thetech.org/sciencelabs)</th>
<th><strong>Innovation Lab</strong> (45 minutes; details: thetech.org/innovationlabs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee waived</td>
<td>$6 per student</td>
<td>$3 per student</td>
<td>$6 per child</td>
<td>N/A</td>
<td>No additional charge for school groups.</td>
</tr>
<tr>
<td>$6 per student</td>
<td>$6 per chaperone</td>
<td>$6 per student</td>
<td>$6 per chaperone</td>
<td>$10 per student $6 per chaperone $4 IMAX Snack Pack $6 per chaperone $6 per chaperone $4 IMAX Snack Pack $10 per student $6 per chaperone $4 IMAX Snack Pack</td>
<td>N/A</td>
</tr>
<tr>
<td>$4 IMAX Snack Pack</td>
<td>N/A</td>
<td>$4 IMAX Snack Pack</td>
<td>$4 IMAX Snack Pack</td>
<td>$4 IMAX Snack Pack</td>
<td>No additional charge for school groups.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Scholarship provided; pre- and post-visit activity completion required.</td>
<td></td>
</tr>
</tbody>
</table>

<sup>*</sup> If 40% or more of the students in your program qualify for free or reduced lunch, you are eligible for this discount.

### Important details

- All sales are final. Please ensure that your student counts are accurate. No refunds will be issued for unused general admission and IMAX tickets.

- IMAX Snack Packs must be ordered in advance. Includes popcorn, juice and a treat.

- Free admission to the exhibits for one chaperone per eight students. Additional chaperones that are not accounted for on the teacher invoice will be charged $18, even if they are members of The Tech Interactive.

- Innovation Labs take place in select exhibits and have limited capacity. Please see [thetech.org/innovationlabs](http://thetech.org/innovationlabs) for schedule and capacity details.

- Exploration Gallery will close in winter 2020 for renovations.
Group reservation policies

- **Field trip requests must be submitted to The Tech via our online application.** A Group Reservations Specialist will follow up within four (4) business days to confirm details and accept payment.

- We will begin taking requests on July 1. We no longer take field trip requests by phone.

- If your school is Title I, please see policies on page 5 for information on subsidized entry and special pricing.

- Deposits ($50 per lab, $50 per IMAX film and $50 for general admission) are required at the time of reservation confirmation. Please have a method of payment ready. See acceptable forms of payment below.

- Admission, lab(s) and IMAX reservations are required at least three (3) weeks in advance.

Payment

- Payment in full is required at least three (3) weeks prior to your field trip date. The Tech accepts cash, American Express, Visa, MasterCard, Discover and school-issued checks.

- To pre-pay by credit card, call 1-408-294-8324, option 3.

- Mailed check payments must be received within three (3) weeks of your reservation. Make checks out to The Tech Interactive and send with your invoice to:
  
  The Tech Interactive  
  ATTN: Accounts Receivable  
  201 S. Market St.  
  San Jose, CA 95113

Changing reservations

- We understand field trip plans change. If you need to change the date of your field trip, please call Group Reservations (1-408-294-8324, option 3) three (3) weeks prior to reserved date to reschedule. Keep in mind that the lab(s) or IMAX film scheduled for your original date may not be available on your new date.

Canceling reservations

- If reservations need to be cancelled, please let us know via phone (1-408-294-8324, option 3) or email (groupreservations@thetech.org) three (3) weeks prior to your field trip date. If a lab and/or IMAX film is cancelled within three weeks of the reservation date, payments will not be refunded.

Refunds

- Please ensure that your student counts are accurate. No refunds will be issued for unused general admission and IMAX tickets.
Title I policies

If your school is designated as Title I (meaning 40 percent or more of students receive free or reduced-price lunch), admission is free and subsidies are available to help with other costs. See below for options, or call Group Reservations at 1-408-294-8324, option 3.

Facility entry
All designated Title I schools will receive subsidized entry for students and chaperones. Entry includes all gallery experiences and floor programs. Any additional chaperones that are not accounted for on the teacher invoice will be charged the group rate even if they are members to The Tech Interactive.

Science Labs
Title I schools may qualify for a scholarship for a Science Lab, which covers the entire cost of the lab experience. To qualify for a Title I lab scholarship, teachers must implement the provided pre-visit and post-visit activities with their class and respond to a follow-up survey from The Tech. Download pre-visit and post-visit activities at thetech.org/sciencelabs.

A $50 deposit per lab is required for Title I schools receiving a lab scholarship. The deposit will be refunded at field trip check-in. If you cancel your lab less than three (3) weeks from the scheduled lab date, including on the day of your scheduled lab, your deposit will not be refunded. Funding is limited — book early!

Innovation Labs
Innovation Labs are available at no cost to all school and after-school groups regardless of Title I status. Reservations are strongly encouraged. If your school group has booked a Science Lab, you are not eligible to reserve an Innovation Lab.

IMAX
Title I pricing for IMAX educational films is $6 per student and $6 per chaperone.

Transportation
Funding may be available for bus transportation to The Tech for Title I schools. Such funding is very limited and may only be available for certain counties; please inquire at time of reservation.
### Checklist for a successful field trip

We look forward to your visit. Below are preparation steps that will help you get the most from your trip. Following this checklist and timetable will ensure that you and your students have a successful Tech experience.

#### Three weeks before your field trip
- Review pre-visit activities if you are attending a Science Lab ([thetech.org/sciencelabs](thetech.org/sciencelabs)) or Innovation Lab ([thetech.org/innovationlabs](thetech.org/innovationlabs)).
- Confirm your transportation plans, especially if you are using a bus company.
- Make sure you have paid for your trip.

#### One week before your field trip
- Prepare a Chaperone Information Sheet for each of your chaperones (see page 13).
- Prepare name tags that have student and school names.
- Review the Student Behavior Contract with your class and have each student sign one (see page 12).
- Download our Tech Investigators lesson plan to prepare your students for what to expect at The Interactive ([thetech.org/techinvestigator](thetech.org/techinvestigator)).

#### Before you leave school on the day of your trip
- Take a headcount of all students and chaperones to make the check-in process as smooth as possible. We will need this information upon arrival.

  **Chaperones/Teachers_____Students_____**

- Label and store all student and chaperone lunches in large boxes or tubs for transportation to The Interactive. Backpacks must stay at school; we do not have storage space for them.
- Introduce your chaperones to their student groups, give them their information sheets, and go over the day’s schedule.
- If carpooling, please make sure chaperones know where to park. The Tech validates parking only for the Second and San Carlos Street garage (not lot) and the Convention Center garage. Occasionally, large events downtown will make parking at those garages difficult; note that even when this happens, The Tech Interactive cannot validate parking for other garages or parking lots.
- Ensure that all students and chaperones are wearing visible name tags.
Checklist for a successful field trip

When you arrive at The Tech Interactive

☐ If you are arriving by bus, please keep your students on the bus while you check in at the Group Entrance on Park Avenue. If Park Avenue is closed, your driver will need to stop on Market Street.

☐ If arriving by car or public transportation, please have your students line up by class on the Park Avenue sidewalk.

☐ Make sure you have your student and chaperone count before checking in.

After your trip

☐ Debrief with your class.
  • How was the trip?
  • What were the students’ favorite exhibits or activities? Why?
  • What are three things the students learned?
  • What is one exhibit you would recommend to someone going to The Interactive for the first time? Why?
  • If you followed the Tech Investigators lesson plan at thetech.org/techinvestigator, have your students present their findings to the class.

☐ Review post-visit activities if you attended a Science Lab (thetech.org/sciencelabs) or Innovation Lab (thetech.org/innovationlabs).
Arrival procedures

There will likely be other groups checking in at the same time as you. For a smooth start to your field trip, we ask for your patience and adherence to the procedures below.

Please have the following required information ready:
- Confirmation email/form.
- Breakdown count of students, chaperones and teachers in attendance.
- Payment must be made in advance. We will not accept payment on the day of your field trip. We do not accept purchase orders.

A staff member will prepare your invoice and collect fees for any additional chaperones:
- One chaperone is admitted free of charge for every eight students for Grades K-12.
- One chaperone is admitted free of charge for every special-needs student.
- Any additional chaperones not included in your group number will be charged at the group rate, even if they are members of The Tech Interactive.

Your group will have a brief orientation.
- While you are checking in, a Tech greeter will give your group a brief orientation, review behavior expectations and hand out and explain how to use Tech Tags.
- The greeter will then escort your group into The Interactive and show you where to drop off lunches (if applicable).

If you purchased tickets to an IMAX film, wristbands will be issued.
- Please count wristbands before leaving the check-in desk to ensure an accurate count. These act as your ticket to your show.
- Please make sure you are at least 15 minutes early to wristband and escort your group into the IMAX.
- Each student and chaperone attending an IMAX film is required to wear a wristband.
- If purchasing concessions, please arrive early to ensure all students can be served.

Late arrivals

If your group will be arriving significantly late on the date of your trip, please call Group Reservations at 1-408-294-8324, option 3.

We understand that groups may arrive late due to circumstances out of their control. We will do our best to accommodate late arrivals; however, it may not always be possible for lab experiences or IMAX films.
Gathering and storing lunches
If possible, please gather all lunches in large bins, plastic containers or reusable totes before arrival. If you don’t have your own bins, the greeter will show you where to store your lunch containers when you arrive. No food or drinks are permitted in the galleries, including purchases from The Tech Cafe, IMAX concession stand and The Tech Store.

Eating lunch
When it is time for your group to eat, gather at your pre-arranged meeting spot and head to the lunch area. You will be assigned a 30-minute lunchtime to help with capacity in New Venture Hall. If your lunch is stored in containers, send chaperones to retrieve them for the students first. Please be mindful of other groups and their stored lunches.

Where to eat
New Venture Hall is a designated common area within The Interactive where students can sit and eat; floor space is available on a first-come, first-served basis. When New Venture Hall is unavailable, consider these alternatives:
• Plaza de Cesar Chavez, directly across from our Market Street entrance.
• IMAX theater while you are watching a film, if you have booked one.
• The Tech Cafe, where your students can either order when they arrive, or you can order boxed lunches ahead of time — see page 17 for menu options.

Keep it clean
After lunch, ask students to dispose of garbage and recyclables in provided receptacles. The Tech is a green facility. Please do your part by placing your recyclable items in the proper receptacles.

Re-entering The Interactive
When students are finished eating, they may re-enter The Interactive only with their chaperones. Please have students and chaperones show their Tech Tags at the exhibits entrance.
The Tech Interactive guidelines and tips

**IMAX**

- Have your entire group gathered before getting in line for the IMAX theater.
- Groups should line up 15 minutes before the start of their movie time. Seating is first come, first served and groups are seated together once the full group has arrived.
- Make sure all students and chaperones are wearing an IMAX wristband.
- There is no phone or camera use allowed in the theater.

Students susceptible to motion sickness should sit toward the top of the theater where motion sickness is reduced. If a student needs to leave the theater, he or she should exit at the top of the theater.

**Science Labs**

- Let students and chaperones know ahead of time what lab they will be taking. This will make the pick-up process with the lab instructor much easier.
- Labs begin at 9:30 a.m. and 12:30 p.m. (3:15 p.m. for after-school groups). Your group should arrive in New Venture Hall 15 minutes before the lab start time to meet the instructor.
- Lab duration is 90 minutes; if your group is facing time constraints (for example, leaving early to catch a bus) please let your instructor know ASAP so he or she can make accommodations.
- Pre-visit and post-visit lab activities are available at [thetech.org/sciencelabs](http://thetech.org/sciencelabs).
- **The teacher plus two to three chaperones must stay in the lab at all times.**
- No food or drink is allowed in the labs.

**Innovation Labs**

- Innovation Labs are 45-minute facilitated experiences within select exhibits.
- Reservations are not required but are strongly encouraged.
- Groups should arrive at the exhibit or gallery 5-7 minutes prior to the start of their lab.
- If you have reserved an Innovation Lab for your class, please make sure they know which exhibit area to line up at and the start time.
- Pre-visit and post-visit activities are available at [thetech.org/innovationlabs](http://thetech.org/innovationlabs).
- Chaperones must accompany students into each program and stay with them at all times.

**Tech Tags**

Upon arrival, each student will be given a Tech Tag, an essential tool for navigating and exploring The Interactive. Each Tech Tag has a barcode that will activate many of the activities.
Behavior expectations

Chaperones
Each school group is required to have one chaperone for every eight students Grades K-12. Students in school and after-school programs must stay with their chaperones at all times while inside The Tech Interactive and when they leave the premises.

Not only are chaperones responsible for the behavior and safety of the students, they shape each student’s learning experience during the visit. It is important that teachers carefully select and prepare chaperones.

Please provide chaperones with written information and the schedule ahead of time. You may use our Chaperone Information Sheet (page 13). It includes rules and chaperone tips, and there you may fill out all pertinent information for your trip.

• Remind chaperones that they must stay with their student groups at all times.
• Let them know what activities you have planned and explain their roles in the activities. Encourage chaperones to ask their group open-ended questions while exploring.
• Review the Student Behavior Contract (next page). Provide chaperones with suggestions and procedures for managing student groups.
• Let chaperones know whether or not students will be allowed to visit The Tech Store.
• If your chaperones are driving, provide each with a map and parking information, which can be found at the end of this document or on our website at thetech.org/parking.

Student behavior expectations
We ask that you review with your students the behavior expectations below and we recommend that students read and sign The Tech’s Student Behavior Contract on the following page. School groups violating any policies will be asked to leave on the third warning, or sooner depending on the severity of the situation.

We expect the following behavior:
• Chaperones and students must stay with their groups at all times.
• Be respectful of The Tech staff and volunteers as well as other visitors.
• Use the escalators; leave the elevators available for those who need them.
• Be respectful of the exhibits and building. Write against books or clipboards, not walls, windows or exhibits. Climbing on exhibits or railings is prohibited.
• No running or horseplay, especially on the escalators, where riders must face forward at all times.
• No food, drink or candy is allowed inside the galleries.
• Students who enter The Tech Store must be accompanied by a chaperone.
• All visitors must pick up and throw away their garbage. Trash and recycling bins are located throughout The Interactive.
Student Behavior Contract
for Field Trips to The Tech Interactive

I, ________________________________, agree to follow the student behavior expectations stated by The Tech Interactive. I understand that if I am not following the expectations listed below, my school group may be asked to leave.

- I will not run or engage in any horseplay within The Interactive, especially on the escalators.
- I will stay with my chaperone and student group at all times.
- I will be respectful of The Tech (staff, volunteers, and exhibits) and all other visitors.
- I will not bring any food or drink into the galleries.

Student signature: ________________________________________________________________

School name: ______________________________________________________________________

Date: ____________________________________________________________________________
In addition to being a great way to enjoy The Tech, being a chaperone is an important responsibility. As a chaperone, you are in charge of a group of students during their visit and are an essential part of creating a positive experience for all involved.

Chaperones are required to stay with their students at all times. You are responsible for their safety, security and behavior while inside and on the grounds of The Tech.

**The Tech Interactive rules**

- Do not run or engage in any horseplay within The Interactive, especially on the escalators.
- Stay with student group at all times.
- Be respectful of The Tech (staff, volunteers and exhibits) and all other visitors.
- No food or drink in the exhibits.

**Chaperone tips**

- Encourage your students’ exploration by asking open-ended questions, looking at the exhibits, reading the labels and talking to The Tech volunteers and staff.
- If a student is lost, look for a staff member or visit the Information Desk near the main entrance.
- If a student is injured, notify a staff member immediately.

**Schedule**

**Arrival time and meeting location**

- Time: __________ Location: ______________________________

**Lunch time and meeting location**

- Time: __________ Location: ______________________________

**Departure time and meeting location**

- Time: __________ Location: ______________________________

**Science Lab name and time**  
*Meet in New Venture Hall 15 minutes before lab time.*

- Time: __________ Lab name: ______________________________

**Innovation Lab name and time**  
*Meet at exhibit area.*

- Time: __________ Lab name: ______________________________

**IMAX movie and time**

- Time: __________ IMAX movie: ____________________________

**Student names**

1. _________________________________________________  
2. _________________________________________________  
3. _________________________________________________  
4. _________________________________________________  
5. _________________________________________________  
6. _________________________________________________  
7. _________________________________________________  
8. _________________________________________________  

Teacher cell phone #: ____________________________________________
Innovations in Health Care, presented by El Camino Hospital
Explore advances in health care technology and become a part of the innovation process.

BioDesign Studio
Play, tinker and design with the building blocks of life.

Reboot Reality
Explore and create with immersive AR/VR experiences.

The Tech for Global Good
Features inspiring stories about creative innovators tackling the world’s biggest problems.

Body Worlds Decoded
A Silicon Valley spin on the world-famous collection of plastinated human bodies and anatomical specimens.

IMAX® Dome Theater
See, hear and feel more with 9,000 square feet of wrap-around image that will educate and entertain.

New Venture Hall
3,600 square feet of flexible event space available for rent. To book your event call 1-408-795-6221.

The Tech Store
Find special gifts, books and unique Silicon Valley items.

The Tech Cafe
Tony Caters offers a varied menu for adults and children.

Social Robots
Design, build and program a real robot using sensors, controllers and activators.

The Tech Studio
Lively, hands-on STEM programs that connect to the world of science and technology.

Body Motion
Explore how your movement and interactions with others affect your physical, social and emotional health.

Cyber Detectives, presented by Palo Alto Networks
Learn to crack codes, spot scams and prevent crime like a cyber security pro.
Bus parking

Old W. Julian St. P

Directions
To Old W. Julian St. parking
RIGHT ➔ Market
RIGHT ➔ San Carlos
RIGHT ➔ Almaden
RIGHT ➔ Notre Dame
RIGHT ➔ St. James
LEFT ➙ San Pedro
LEFT ➙ Old W. Julian

To Auzerais Ave, parking
RIGHT ➔ Market
RIGHT ➔ San Carlos
LEFT ➙ Delmas
RIGHT ➔ Auzerais

Bus Pick-up
Bus Drop-off
 Market St.

The Tech Interactive

201 S. Market St., San Jose, CA 95113
1-408-294-8324 | thetech.org
Carpool and guest parking

The Tech offers $5 flat-rate parking validation at the Second and San Carlos Street garage (enter from Second or Third Streets) and the San Jose McEnery Convention Center garage (enter from Market Street or Almaden Boulevard).

Validation is available in the lobby during opening hours. Validation not valid for special event pricing. Limited handicapped parking is available at The Tech Interactive’s main entrance on S. Market St.
Field Trip Lunches
Customizations available; minimum order of 20

JUNIOR BOXED LUNCH, $6
- Sandwich (you can select a variety for your group)
  - Turkey & cheese
  - PB&J
  - Egg Salad
- Side (1 selection for your entire group)
  - Bagged chips
  - Fresh fruit cup
- Beverage (1 selection for your entire group)
  - Small bottle of water
  - Juice box

HOT LUNCH, $11
- Main (1 selection for your entire group; veg option offered)
  - Hot dog
  - Kids burger sliders
- Side (1 selection for your entire group)
  - Bagged chips
  - Fresh fruit cup
- Beverage (1 selection for your entire group)
  - Full size bottle of water
  - Juice box

STANDARD BOXED LUNCH, $11
- Sandwiches OR Salads from the list in the right hand column
- Tony’s famous house-made cookies
- Bagged chips

DIRECTOR’S BOXED LUNCH, $14
- Sandwiches OR Salads from the list in the right hand column
- Tony’s famous house-made cookies
- Bagged chips

One of the following sides:
- Orzo, feta, sun-dried tomato pasta salad - Greek veg pasta salad
- Diced fresh fruit salad GF, VG
- Fresh fruit skewer GF, VG
- Picnic potato salad GF
- Roasted red potato salad GF, VG

GF = GLUTEN FREE  VG = VEGAN

DELI SANDWICH OPTIONS
- Roast Beef & Horseradish
- Roast Beef & Cheddar
- Exotic Chicken Salad
- Tuna on Rye
- Turkey & Provolone
- Turkey & Pesto
- The Turkey Club (w/ bacon)
- Turkey, Apple & Brie
- Turkey & Cranberry on Croissant
- BBQ Chicken Hoagie
- Caprese Hoagie
- Grilled Veggie
- Egg Salad Straight Up

DELI SALAD OPTIONS
- Classic Caesar, optional grilled chicken
- Garden Green, optional grilled chicken
- Taco Salad, optional grilled chicken GF
- Bleu Cranberry, optional grilled chicken GF
- Asian (cabbage-based), optional grilled chicken

ASSORTED BOTTLED BEVERAGES,
$2.50

GF = GLUTEN FREE  VG = VEGAN