

# Cancellation Policy

Please call [602-926-3620 Ext. 2](tel:602-926-3620) in advance if you plan to cancel your visit or if you expect to be a late arrival for your scheduled tour time.

## Contact Information

Reservations: [602-926-3620 Ext. 2](tel:602-926-3620)  
General Information: [602-926-3620](tel:602-926-3620)  
Website: <http://www.azlibrary.gov/azcm>

# General Information

## Parking

Located across the street at the Wesley Bolin Plaza. Buses may drop off students in front of the museum in the designated bus drop off zones located on 17th Ave.

## Hours

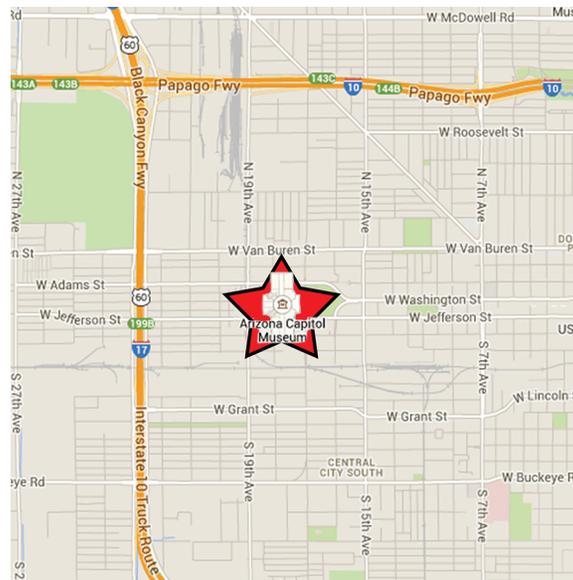
The Arizona Capitol Museum is open to the public Weekdays: 9 a.m. to 4 p.m.  
Saturdays: 10 a.m. to 2 p.m. (Sept. - May)

## Storage

Non-refrigerated space will be provided for groups to store lunches and other items.

## Eating Areas

There are NO designated eating areas at the Arizona Capitol Museum. We suggest the Capitol Lawn, Executive Tower cafeteria, or the Wesley Bolin Plaza area.



## Directions to Arizona Capitol Museum

The AZCM is located at 1700 W. Washington St., Phoenix, AZ 85001.

From the north, take I-17 south to exit #198 (Jefferson St.) the AZCM will be located on the left hand side between 19th Ave. and 17th Ave.

From downtown Phoenix take Washington Ave to the Adams split, the AZCM will be located on the left hand side between 19th Ave. and 17th Ave.

If using public transportation, ride the Valley Metro Bus #15, #19, DASH or #1 Washington.

The Arizona State Library, Archives and Public Records is a Division of the Secretary of State, Michele Reagan.

# Field Trip Checklist and Chaperone Guidelines



# Arizona Capitol Museum

# Field Trip Checklist

## Before Your Field Trip

Visit the Arizona Capitol Museum

website: <http://www.azlibrary.gov/azcm> to review our guidelines.

Fill out the registration request form at: [azlibrary.gov/azcm/plan-your-visit](http://azlibrary.gov/azcm/plan-your-visit) or call 602-926-3620 ext. 2

Discuss the field trip with students, including pre-visit classroom activities and government structure.

Remind students if they wish to visit the gift shop to bring money with them. We suggest \$5 per-student or purchasing a pre-made gift bag. Orders must be placed at least 3 days in advance by calling 602-926-3666.

## Before You Leave

Get an exact student count.

Assign one chaperone per 7 students and distribute chaperone checklists for review prior to your arrival at the Museum.

Label lunches with your school, and teacher's name. Place lunches in large bags, bins, or boxes.

## What to do when you arrive at the AZCM

Make sure that all chaperones have reviewed the Chaperone Guidelines\* and are aware of the group of students they will be responsible for.

Check in with the Welcome Center Attendant for orientation; lunches and other items can be stored in the Welcome Center.

If you arrive early, pick up maps and exploration activities. Allow chaperoned groups to explore the South Halls of the museum (this area will NOT be included on your tour).

After exploration please gather your groups and meet on the appropriate floor at your scheduled tour time. Your tour guide will meet you on this floor to begin your tour.

## Chaperone Guidelines

Chaperones play an essential role in creating a positive visitor experience. As a chaperone, your supervision is required to monitor and maintain good behavior and safety of the students in your group. If students are out of control or chaperones fail to follow through on their responsibilities, groups may be asked to leave.

### Responsibilities of Chaperones

- While at the AZCM, stay with the students assigned to you, and help guide them through the exhibits.
- Check with the schools teacher to see if there are certain exhibits or activities the students must see or do during their visit.

### Behavior Guidelines

- Good behavior and consideration of other AZCM visitors is expected.
- Encourage students to be courteous and respectful by talking quietly and walking, not running.
- Do not write on walls, windows or exhibits.
- Do not climb on exhibits.
- When viewing artifacts do not shake or disturb display cases.

### Suggestions for Chaperones

- Get involved! Exploring the AZCM is for adults too! Go ahead and do activities and interact with the exhibits.
- Wear comfortable clothes and shoes
- Thank you for volunteering your time - we appreciate it!



# Arizona Capitol Museum