VISIT TO THE PAST WORKSHOP SPECIFICS

The Visit to the Past Workshop is a wonderful option for groups who want an interactive learning experience. However, 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.

- Keep to the itinerary provided to you by the Museum. Changing your itinerary may affect other groups and result in your students not able to fully participate in planned activities.

- Not every student group may receive the same experience because they may visit different sites throughout the day. The Museum tries to ensure all students experience the schoolhouse and a homestead. However, this is dependent upon the number of visiting students.

- The Drug Store can become very busy in the afternoon with workshops. We ask for your patience and to make sure students know what they want and that they have enough money BEFORE it’s their turn at 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. 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 all 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.
Policies

Hours
The Museum and Village are open Tuesday-Friday, 9:00-3:00, and workshops are offered September through December and February through May. The workshops start between 9:15 and 10:00 am, and usually conclude by 2:30 pm. After their workshop program, schools are welcome to tour the rest of the site and the Museum of Agriculture as their time allows. Promptness is vital to your workshop. If you arrive late, your students will likely miss an entire workshop station.

Cost & Payment
The workshop cost is $15.00 per student, which includes their 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, but last-minute cancellations (within 7 working days) will be billed $25 for costs incurred.

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 GA is exempt on sales tax on admission, school workshop/tour, and rental fees. They are NOT sales tax exempt on catering or on any food/candy purchase made at the Country Store or Drug Store. Please be advised if a group is out of state they will be required to pay GA sales tax of 7% on rental, workshop/tour, and admission. Tax exempt only works in the state which the group is from.

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. Groups arriving later than their scheduled time will miss programming.
Steam Engine
A train ride is **not** part of our workshop program; however, a train ride can be a wonderful 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:

<table>
<thead>
<tr>
<th>Group Size</th>
<th>Charge</th>
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<tbody>
<tr>
<td>≤ 60 riders (students &amp; adults)</td>
<td>$180 base rate</td>
</tr>
<tr>
<td>61+ riders (students &amp; adults)</td>
<td>$3.00/person</td>
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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. Students are divided into smaller groups (5-8 students/group) **prior** to your arrival by our Education Coordinator, and follow a pre-arranged itinerary. Each group is led by an adult group leader, which you will provide.

Programming
Each group of students visits a number of interactive stations for approximately 25 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 & 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 Museum’s Education Department will decide on the number of student groups your group will be divided into 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.
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 be sure 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.
* Stay with their students at all times and help them move through the Village and Museum.
* Be familiar with the site and group itinerary before arriving.
* 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 home-cooked lunch at the farmhouses, consisting of homemade vegetable beef soup, 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 a lunch combo at the Drug Store. Please call 229-391-5205, or email tcarpenter@abac.edu, to arrange to have lunch combos ready for your 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 or your visit.

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, and the Museum cannot guarantee availability for the planned activity on a later date.
Georgia Museum of Agriculture & Historic Village

Visit to the Past
Workshop Policies

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. No sandals or ball caps. We suggest solid-colored shirts to provide a more integrated experience; however comfort and safety is priority. 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 attendees; 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 given permission by an interpreter.

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 our Visit to the Past workshop. Your workshop is not reserved until you receive a reservation confirmation from the Museum’s Education Department.