



Museum Tour Scheduling Form

Date of requested tour (tours are available Monday through Friday):

Time of requested tour (tours are available from 10:30AM – 3:30PM):

School/Club/Affiliation:

Age range and grade level of students (if applicable):

Approximate number of students and adults:

(Note, that for groups larger than 20 persons, multiple tours can be scheduled on a single day. Typically one group tours the museum while the other group(s) take a self-guided tour of the gardens. Guided tours of the gardens are also available. Contact Allison Jones for information about guided garden tours at (864) 656-0203; allisoo@clemson.edu).

Your contact info:

Name of primary contact:

Phone:

Email:

Special requests, additional questions, comments:

Tour Information:

Guided tours (maximum 20 people) of the museum are available Monday through Friday 10:30am to 3:30pm for a fee of \$5 per person. Tours must be scheduled in advance. Larger groups can be accommodated with multiple tours of 20 or fewer people in a single day. Guided tours are available for school groups (K-12, college, homeschool), gem and mineral clubs, fossil clubs, or any interested group. We recommend a ratio of 1 adult teacher or chaperone for every 7-8 children.

School Tours:

The museum can be a valuable educational resource for your students. Last school year over 300 K-12 and home-schooled students took guided tours of the museum. In the summer months, daycare and Summer camp groups visited as well. Thank you for your support. We are happy to be part of the upstate educational community and to serve local schools and teachers. Teachers, please let us know in advance if you would like us to tailor the tour to your curriculum. We can adjust the tour content to focus more or less on geological or paleontological topics. **Teachers, please allow your students the time and opportunity to purchase items in our gift shop. The revenue from our gift shop is an important source of funding that allows us to maintain and expand our exhibits and to offer regular admission for free. Additionally, 100 % of gift shop proceeds are used for educational and research purposes.**

Pre/Post Trip Resources:

Preparing the students in advance of the trip so they know a little about what they might expect to see and how they are expected to behave is recommended. Teachers are welcome to preview the museum. Guided tours usually last ~1 hour, and include interpretation of popular exhibits and an educational scavenger hunt in the museum. The students are also usually allowed some free time to study the exhibits on their own and to purchase items in the [museum gift shop](#).

During Your Visit:

Please observe and assist your students during their museum field trip. We request that students WALK while they are in the museum and generally follow GOOD behavior as they would in their classroom. There are tables of samples that the students may touch: we hope that the samples will provide educational fun for many groups yet to come.

Visitor Services:

Parking is free and plentiful. Full-size school buses can be easily accommodated and handicap parking is also available. Those with disabilities can park adjacent to the museum by driving through the lower parking lot and up the hill to the west side of the museum. The museum does not have a public restroom. A public restroom is provided at the entrance to the SC Botanical Garden and also in the lower floor of the Betsy Campbell Carriage House, which is located directly behind the museum (i.e., between the museum and the [Garden Visitor Center](#)).

If for some reason you must cancel the tour or will be late, please remember to call us at **864-656-4600**.

We hope you enjoy your visit. Please let us know what we can do to make your museum experience even better. Watch for postings on our website and Facebook page regarding new exhibits and programs. Your comments and suggestions about what is most effective and helpful in achieving the learning goals for your class are appreciated.

Please complete this form and email to bcgm@clermson.edu with the words "tour request" in the email title.