

Field Trip Planning Kit



This resource will help you prepare for a field trip to Cantigny.

To request a field trip, visit www.Cantigny.org

All inquiries and correspondence regarding field trips may be directed to: 630 260 8162 or FieldTrips@Cantigny.org

The Basics

The Park	Located at 1 S 151 Winfield Road in Wheaton, Illinois, Cantigny's 500-acre park offers educational and recreational experiences for school groups through guided tours of our two museums: the Robert R. McCormick Museum and the Cantigny First Division Museum, and exploration of our gardens and Tank Park.
Grades Served	Field trips are geared for 4th—12th grade students and include 45 minute guided tours of the First Division Museum and the Robert R. McCormick Museum. Lower grades are welcome to visit the park grounds, gardens and tank park, but will not be permitted into the museums.
Admission	Admission to the park is free for students and all accompanying chaperones for a registered, school sanctioned field trip (<i>includes home school communities</i>)
Time Slots	<p>The museums are closed on Mondays, but the park is open and available for self guided outdoor field trips. The entire park is closed in January. In February, the park is open Friday-Sunday only.</p> <p>Field trips visiting both museums are scheduled in 2 1/2 hour time blocks beginning at 9:30 a.m. The blocks are as follows: 9:30- 12:00, 10:00- 12:30, 11:30- 2:00 and 12:00- 2:30. You must be able to stay for the entire time block. <i>See example itineraries on pages 6 and 7.</i></p>
Group Size	<p>Up to 90 students may be scheduled for each 2 1/2 hour block. This number does not include chaperones. The total number of people allowed per time slot is 100. Larger groups may reserve two back-to-back time blocks or two days.</p> <p>Please divide your total group into groups of no more than 25 before you arrive at the park. Be sure every student and chaperone knows which group they belong in. (Ex. Group 1, 2, 3 or 4)</p>
Chaperones	One chaperone is required for every 10 students. 18+ year old students may not act as chaperones under any circumstance. Students must be accompanied by a chaperone at all times.
Tour Duration	We allot one hour per tour – a 45 minute guided tour of the museum, plus 15 minutes for walking and group organization.
Lunch	Brown bag lunches may be eaten in our picnic area (warmer months/nice weather) or in our restaurant Le Jardin (colder months/increment weather). Lunch times are assigned based upon your field trip time slot. Box lunches are available for purchase. <i>See page 5 for more information regarding lunch.</i>
Accessibility	The Visitors Center and First Division Museum are fully accessible. The Robert R. McCormick Museum has a ramped entrance to the first floor for wheelchairs and will provide a first floor only tour for any visitor unable to climb stairs. Please note in your registration if you have any students using a wheelchair, or who have difficulty walking or climbing stairs.

Information to Share with Students

- The park is open to the general public during student field trips. Students are expected to demonstrate consideration for other visitors and fellow students during their visit.
- In order to safeguard the exhibits from potential damage, no food, drink or gum is permitted in the museums or Visitors Center

i Restrooms are located in the Visitors Center, both museums and the picnic area.

Information to Share with Chaperones

- We ask that chaperones please place themselves at the front and back of the group to help keep the group together and to remain on schedule.
- So that our staff can facilitate an enjoyable and educational field trip, we ask that teachers and accompanying chaperones attend to any student discipline issues that may arise.
- **Chaperones and teachers must wear a sticker badge identifying them as such during their visit. Badges will be provided upon arrival.**



Once You Arrive

Upon arrival, your bus will check-in at the front gate and the guard on duty will verify your reservation and alert the museums to your arrival. Your bus driver will temporarily park in front of the Visitors Center (designated bus zone) and the students will disembark the bus and enter the Visitors Center.

A Cantigny employee will greet your group, give you a brief orientation, including providing badges for the teachers and chaperones to wear during your visit, and direct your group into the theater for an 8 minute introductory film (*only if time permits*). After the film, your greeter will ask that you divide your group into the predetermined smaller groups of 25 or less (Ex. Group 1,2 , 3 and 4) and each group will be led or directed to the museum they are visiting first.

Please be sure your chaperones have a map of the park (pick up a Visitors Guide in the Visitors Center upon arrival) and understand where they are going and when and where to meet the group after their second tour.

Please note: If a group is late, their tours may be altered based on the time remaining and docent availability.

In Addition to Your Museum Visits

Lunch

Information regarding purchasing box lunches and/or dining at Cantigny can be found on pages 4 and 5.

Tank Park

The First Division Foundation is proud to have 11 tanks in the Tank Park, in front of and alongside of the First Division Museum, as well as an Armored Personnel Carrier and three artillery pieces. They are all inoperable displays of United States Army equipment. Students are encouraged to climb on the tanks and experience them up close. Each tank is labeled with a sign indicating the type of tank, it's weight, years of usage, and number of crew members. A Tank Park map and scavenger hunt are available at www.Cantigny.org.

Gardens

Explore the stunning sights, tranquil sounds and aromatic scents of Cantigny's Formal Gardens with your students. Created by renowned landscape architect Franz Lipp, enjoy the views of this horticultural masterpiece that include annual and perennial flowers, ground covers, flowering bulbs, and a variety of shrubs and trees from the Midwest.

The Idea Garden, featuring a herb garden, fruit and vegetable gardens and creative flower beds and plantings including a giant chess board and Loch Ness Monster topiary is also a feast the senses. Be sure to stroll through the Rose Garden as well, where you will find 55 varieties of roses. *Please remind students to stay on garden paths and refrain from picking flowers.*

Gift Shop

A gift shop, offering a varied selection of unique items, is located in the Visitors Center. Students are welcome to browse and make purchases after their tours, as long as they are accompanied by a chaperone. We ask that no more than 5 students and a chaperone visit the gift shop at a time. Please encourage the chaperones to assist students in reading prices and assuring they have the correct amount of money before they check out.

Recreation

Games or sports may be played in the large meadow area on the south side of the public parking lot or in the parade field in front of the Visitors Center. A playground and fitness circuit are located in the picnic area. Our 2.5 mile hiking trail is open year round for exploration. Copies of our Hiking Trail /Tree identification Guide may be picked up at the Visitors Center Information Desk. (The Guide is best for use in Fall, as the trees must have leaves for it to be successful.)

Educational Resources

History Trunks

History trunks provide an opportunity for students to handle uniforms and field gear used by soldiers in a specific war. Trunks are available for the American Revolution, Civil War, World War I and II, the Vietnam War and the Gulf War. A teacher's guide is included in each trunk. History trunks may be checked out for two weeks and require a reservation made at least one week in advance.

To reserve a history trunk, please contact Museum Educator Melissa Neumann at 630 260 8274 or MNeumann@FirstDivisionMuseum.org.

Resource Packets

Resource packets may be downloaded from www.FirstDivisionMuseum.org, by clicking Education and Groups, Teachers, and then Resource Packets.

The following packets are available:

- Teachers' Guide to the First Division Museum
- American Revolution Unit
- Ottenfeld letters from World War
- D-Day Packet
- Battle of the Bulge Packet

Free Planning Pass

If you would like to visit the park prior to your registered field trip for planning purposes, call 630 260 8162 or email FieldTrips@Cantigny.org to request your free planning pass.



Additional educational resources and information can be found at www.Cantigny.org

Transportation Scholarships

Each year, the Cantigny First Division Foundation awards a limited number of transportation scholarships to Chicagoland schools.

Who is eligible to apply?

A teacher or school administrator may apply on behalf of a middle, junior, or high school that:

- (1) is located in the Chicagoland area, and
- (2) serves a student population comprised of at least 40% who qualify for free lunch under the National School Lunch Program.

What is the scholarship amount?

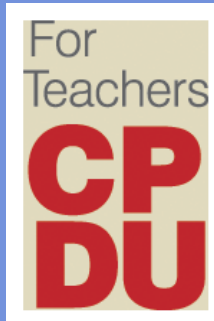
Each scholarship will cover the cost of transport to and from the museum not to exceed \$200. Schools may be awarded up to two scholarships per year.

Scholarship Procedures

Applications must be submitted at least 6 weeks prior to the field trip. Scholarships will be awarded on a first come first serve basis.

The school will be notified of their award via email or letter. Upon notification the school is to submit an invoice from their bus company and the CFDF will reimburse the school directly, up to the scholarship amount.

Applications are available at www.Cantigny.org. For additional details please contact Melissa Neumann, 630 260 8274 or MNeumann@FirstDivisionMuseum.org



The Cantigny First Division Foundation is proud to announce it is now a professional provider of Continuing Professional Development Units (CPDU) for teachers. These credits are available at selected events either for free or for a small charge.

For more information about CPDU credits and the First Division Museum, contact Museum Educator Melissa Neumann at

630 260 8274 or MNeumann@FirstDivisionMuseum.org.

Small Changes...Big Impact

Cantigny is proud to be part of the international "green" initiative for a healthier planet. We are dedicated to doing everything we can to make our Earth a safer and healthier place to live now and for generations to come.

We can use your help.

Please ask your bus drivers to park and TURN OFF their buses after dropping off the students. Cantigny's parking lots are no-idle zones. In following with House Bill 4782, stationary diesel vehicles of more than 8,000 pounds may not idle for more than 10 minutes. The exceptions to that rule are when it is below 32 or above 80 degrees outside or during an emergency.

Encourage your students to pack zero-waste lunches. Reusable lunch bags or boxes, plastic reusable tubs and reusable water bottles, which the students bring and take home, are great options. Have students consider wrapping sandwiches and other foods in aluminum foil- which can be recycled.

Please use the recycling bins throughout the park to dispose of paper, plastic, glass and aluminum.



Connections to Illinois Learning Standards in the First Division Museum

Main Exhibit Hall

The main exhibit hall was first opened to the public on 27 August 1992. It chronicles the history of the U.S. Army's 1st Infantry Division within the general context of American military history. The main exhibit hall focuses on the various conflicts that involved the 1st Division. As a result, there is very little information on the Pacific during World War II and the Korean War.

Gallery One: Forming the Division

18.B.4 – Analyze various forms of institutions (e.g., military)

Gallery Two: The Beginning of World War I

14.D.4 – Analyze roles and influences of individuals, groups and media in shaping current debates on state and national policies.

14.E.1 – Identify relationships that the federal government establishes with other nations.

16.B.5a (W) – Analyze worldwide consequences of isolated political events, including the events triggering World Wars I and II.

Gallery Three: World War I and the Battle of Cantigny

16.B.1b (US) – Explain why individuals, groups, issues and events are celebrated with local, state or national holidays or days of recognition (e.g., Armistice and Veterans Day)

17.C.2c – Explain how human activity affects the environment.

Gallery Four: Interwar and Barracks

14.B.4 – Compare the political systems of the United States to other nations.

17.C.5c – Describe geographic factors that affect cooperation and conflict among societies.

Gallery Five: North Africa and Sicily

15.C.3 – Identify and explain the effects of various incentives to produce a good or service.

17.A.2a – Compare the physical characteristics of places including soils, land forms, vegetation, wildlife, climate, natural hazards.

Gallery Six: Landing Craft and Omaha Beach

17.A.1a – Identify physical characteristics of places, both local and global.

Gallery Seven: Winter 1944-1945

15.c.4a – Analyze the impact of political actions and natural phenomena (e.g., wars, legislation, natural disaster) on producers and production decisions.

17.A.2a – Compare the physical characteristics of places including soils, land forms, vegetation, wildlife, climate, natural hazards.

17.C.4a – Explain the ability of modern technology to alter geographic features and the impacts of these modifications on human activity.

Gallery Eight: Occupation

14.B.4 – Compare the political systems of the United States to other nations.

14.E.4 – Analyze relationships and tensions among members of the international community.

14.F.1 – Describe political ideas and traditions important to the development of the United States including democracy, individual rights and the concept of freedom.

16.B.5a (W) – Analyze worldwide consequences of isolated political events, including the events triggering World Wars I and II.

Gallery Nine: Vietnam

14.B.4 – Compare the political systems of the United States to other nations.

16.D.5 (US) – Analyze the relationship between an issue in United States social history and the related aspects of political, economic and environmental history.

17.C.3a – Explain how human activity is affected by geographic factors.

Gallery Ten: The Gulf War

14.E.3 – Compare the basic principles of the United States and its international interests (e.g., territory, environment, trade, use of technology).

17.B.5 – Analyze international issues and problems using ecosystems and physical geography concepts.

16.C.3c (W) – Describe the impact of technology (e.g., weaponry, transportation...)

Lunch Options

Bring brown bag lunches:

Please ask students to bring a sack lunch with his/her name written on it. Before you leave your school, please sort the lunches into groups by chaperone. Please provide a leak proof bag (plastic) for the chaperone to carry his/her group's lunches OR plan to leave your lunches on your bus until scheduled lunch time. Cantigny is unable to store lunches. Brown bag lunches may be enjoyed in the picnic area during nice weather and in Le Jardin/Medill Room during inclement weather. *Upon arrival, your group will be told the lunch location for that day. This decision is made at the discretion of Le Jardin management.*

Purchase boxed lunches:

Boxed lunches are available for purchase through our restaurant, Le Jardin. Please indicate that you would like to order box lunches when you make your reservation. Boxed lunches will be ready for your group to pick up at a designated time. Box lunches may be enjoyed in the picnic area during nice weather and in Le Jardin/Medill Room during inclement weather. *Upon arrival, your group will be told the lunch location for that day. This decision is made at the discretion of Le Jardin management.*

Option #1: Turkey Sandwich Box Lunch - \$6.75 (tax included)

turkey sandwich on white bread • Goldfish crackers • apple • yogurt bar • bottled water

Option #2: Ham Sandwich Box Lunch - \$5.75 (tax included)

ham sandwich on white bread • potato chips • fruit cup • cookie • bottled water

If you mark 'purchase box lunches' on your Field Trip Request Form an order form will be emailed to you. Order forms may also be downloaded from www.Cantigny.org

Lunch Locations

Dining in the picnic area during warmer months/nice weather:

(brown bag or boxed lunches)

Our picnic area is located at the northwest end of the main parking lot. It can seat over 300 comfortably and has a playground, fitness circuit, indoor restrooms, drinking fountains, trash cans and recycling bins. Tables in the picnic area are available on a first come first serve basis. You will be provided with a scheduled time slot in the picnic area for your group. You may come early if you are having lunch *before* your tours or stay in the picnic area after your lunch time if you are eating *after* your tours. There is no time limit on using the picnic area, but please be respectful of other groups who may need tables.

Dining in Le Jardin during the colder months/inclement weather:

(brown bag or boxed lunches)

Our new restaurant, Le Jardin, and our meeting space, the Medill Room are available for use as dining areas during the colder months and inclement weather. You will be provided with a scheduled time slot in Le Jardin/Medill Room for your group. Times will be strictly enforced as multiple groups will be dining each day. School groups may not order lunches from the restaurant menu as time does not allow for the ordering process and preparation. Students may choose to bring cash to buy supplemental items at Bertie's Coffee Shop (next to Le Jardin) such as cookies or drinks. Please remind students that your group has limited time.

Lunch Times

Lunch times will be assigned based upon your field trip time block and are strictly adhered to. Your group's lunch time will be listed in your email confirmation. Your lunch location will be determined by the season/weather. You will be told where your lunch location will be (picnic area or Le Jardin/Medill Room) upon arrival. *This decision is made at the discretion of Le Jardin management.* (All lunches will occur indoors during the winter months.)

Block A - Lunch 12:15- 12:45

Block B - Lunch 12:45-1:15

Block C – Lunch 11:00-11:30

Block D -Lunch 11:30-12:00

Block AB- Groups 1 and 2 Lunch 12:15- 12:45
Groups 3 and 4 Lunch 12:45-1:15

Block CD- Groups 1 and 2 Lunch 11:00- 11:30
Groups 3 and 4 Lunch 11:30-12:00



Example Field Trip Itineraries for groups of 90 students or less

These are examples of standard field trips. Your itinerary may differ slightly depending on the number of students and your scheduling needs. Your itinerary will be included in your Field Trip Confirmation email.

Slot A 9:30- 9:45 Arrival- Watch introductory movie, use restrooms
9:45- 10:00 Organize into predetermined groups, walk to first museum
10:00- 10:45 Group 1 tours Robert R. McCormick Museum, Group 2 tours First Division Museum
10:45- 11:00 Walk to second museum
11:00- 11:45 Group 2 tours Robert R. McCormick Museum, Group 1 tours First Division Museum
11:45- 12:00 Walk back to Visitors Center to load buses OR eat lunch (Slot A lunch time is 12:15- 12:45) and explore the park.

Slot B 10:00- 10:15 Arrival- Watch introductory movie, use restrooms
10:15- 10:30 Organize into predetermined groups, walk to first museum
10:30- 11:15 Group 1 tours Robert R. McCormick Museum, Group 2 tours First Division Museum
11:15- 11:30 Walk to second museum
11:30- 12:15 Group 2 tours Robert R. McCormick Museum, Group 1 tours First Division Museum
12:15- 12:30 Walk back to Visitors Center to load buses OR eat lunch (Slot B lunch time is 12:45- 1:15) and explore the park.

Slot C (OPTIONAL: 10:45 Arrival- Eat lunch 11:00- 11:30)
11:30- 11:45 Arrival- Watch introductory movie, use restrooms
11:45- 12:00 Organize into predetermined groups, walk to first museum
12:00- 12:45 Group 1 tours Robert R. McCormick Museum, Group 2 tours First Division Museum
12:45- 1:00 Walk to second museum
1:00- 1:45 Group 2 tours Robert R. McCormick Museum, Group 1 tours First Division Museum
1:45- 2:00 Walk back to Visitors Center to load buses

Slot D (OPTIONAL: 11:15 Arrival- Eat lunch 11:30- 12:00)
12:00- 12:15 Arrival- Watch introductory movie, use restrooms
12:15- 12:30 Organize into predetermined groups, walk to first museum
12:30- 1:15 Group 1 tours Robert R. McCormick Museum, Group 2 tours First Division Museum
1:15- 1:30 Walk to second museum
1:30- 2:15 Group 2 tours Robert R. McCormick Museum, Group 1 tours First Division Museum
2:15- 2:30 Walk back to Visitors Center to load buses

Example Field Trip Itineraries for groups of 100 students or more

These are examples of standard field trips. Your itinerary may differ slightly depending on the number of students and your scheduling needs. Your itinerary will be included in your Field Trip Confirmation email.

Slot AB 9:30– 9:45- Arrival– Watch introductory movie, use restrooms

9:45- 10:00 - Organize into predetermined groups, Groups 1 and 2 walk to their first museum, Groups 3 and 4 stay in Visitors Center or head towards museums– stopping in gardens or tank park until 10:30 tour time

10:00- 10:45– Group 1 tours Robert R. McCormick Museum, Group 2 tours First Division Museum

10:15- 10:30- Groups 3 and 4 walk to first museum

10:30- 11:15– Group 3 tours Robert R. McCormick Museum, Group 4 tours First Division Museum

10:45- 11:00– Groups 1 and 2 walk to second museum

11:00- 11:45– Group 2 tours Robert R. McCormick Museum, Group 1 tours First Division Museum

11:15- 11:30– Groups 3 and 4 walk to second museum

11:30- 12:15– Group 4 tours Robert R. McCormick Museum, Group 3 tours First Division Museum

11:45- 12:30– Groups 1 and 2 explore park, walk back to Visitors Center to meet other groups at 12:30

12:15- 12:30– Groups 3 and 4 walk back to Visitors Center to join the rest of the groups

OPTIONAL: Slot AB may choose to stay after and eat lunch or explore other areas of the park. Slot AB will have two lunch times- Groups 1 and 2 from 12:15- 12:45 and Groups 3 and 4 from 12:45-1:15.

Slot CD OPTIONAL: Slot CD may choose to arrive early to eat lunch or explore other areas of the park. Slot CD will have two lunch times- Groups 1 and 2 from 11:00- 11:30, Groups 3 and 4 from 11:30-12:00.

11:30– 11:45 Arrival– Watch introductory movie, use restrooms

11:45- 12:00- Organize into predetermined groups, Groups 1 and 2 walk to their first museum, Groups 3 and 4 stay in Visitors Center or head towards museums– stopping in gardens or tank park until 12:30 tour

12:00- 12:45– Group 1 tours Robert R. McCormick Museum, Group 2 tours First Division Museum

12:15- 12:30- Groups 3 and 4 walk to first museum

12:30- 1:15– Group 3 tours Robert R. McCormick Museum, Group 4 tours First Division Museum

12:45- 1:00– Groups 1 and 2 walk to second museum

1:00- 1:45– Group 2 tours Robert R. McCormick Museum, Group 1 tours First Division Museum

1:15- 1:30– Groups 3 and 4 walk to second museum

1:30- 2:15– Group 4 tours Robert R. McCormick Museum, Group 3 tours First Division Museum

1:45- 2:30– Groups 1 and 2 explore park, walk back to Visitors Center to meet other groups at 2:30

2:15- 2:30– Groups 3 and 4 walk back to Visitors Center to join the rest of the groups and board buses