

PREVISIT INFORMATION PACKET

Student and Youth Group Visits

Eugene and Marilyn Glick Indiana History Center
Indianapolis

**WE DO
HISTORY.**
INDIANA HISTORICAL SOCIETY

Table of Contents

General field trip info	Page 3
Considerations for Student and Youth Group Leaders	Page 3
Check In/Arrival Information	Page 4
Lunch Procedures	Page 4
Payment for Tours	Page 4
Cancellation and Refund Policy	Page 5
Parking Guidelines	Page 5
Getting to the Eugene and Marilyn Glick Indiana History Center	Page 6
Bus Parking	Page 6
Chaperone Guide	Page 7
Suggested questions for students	Page 7
<i>Indiana Experience</i> Activity Descriptions	Page 8 & 9
Other Field Trip Options	Page 9

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General field trip info

- The Eugene and Marilyn Glick Indiana History Center provides a living history experience that gives guests a chance to experience history first-hand. Not only do guests get a chance to experience history first-hand, they will learn how the organization preserves and conserves its extensive paper-based collection.
- Guided tours typically last an hour and half with a lunch space provided. Guests will visit five rotations with 20 minutes at each space. Visits can be customized depending on availability.
- Tour types will be determined by the number of students visiting.
- The cost for admission will be \$3.50 per student with chaperones receiving free admission. Discounts are offered to Title I schools.
- The Historical Society requires one chaperone for every 10 students visiting. Even though chaperones receive free admission, we ask that any chaperones over the required amount pay a \$10 admission charge. This policy can be adjusted depending on the needs of the group.
- A lunch space is provided upon request from the trip coordinator.

Considerations for Student and Youth Group Leaders

- Prior to arrival at the History Center, students will need to be divided into groups of 15 to 20. The number of students in each group will be determined by the number of letter groups on the schedule. If there is a wide age range, please divide the groups by age.
- Please have each member of the group wear a nametag. This will assist facilitators as they interact with group members. It is also recommended that name tags include the student's group letter.
- Wristbands will be included in the welcome packet. Please see that each member of the group has a wristband on before entering the building. Some groups find it effective to put group letters on the wristbands.

- Schedules can change at any time. These changes will depend on the staff and resources available the day of the tour. IHS will try its best to make sure that all details outlined do not change without a brief correspondence. Day of changes are often unavoidable.
- Please arrive on time. The visit has a pre-determined schedule with time built in for arrival, stowing lunches, hanging coats, and orientation.
- Please understand that if the group arrives late, part of the tour may be missed. IHS staff will do everything to accommodate the late start. Visiting missed exhibits will be considered on a case by case basis.
- Because of the tight rotation schedule, students may not have the opportunity to take a restroom break. Plan for restroom breaks before or after the tour.
- History Center guests are sometimes photographed and videotaped for use in Indiana Historical Society promotional and educational materials. If the group has any students or parents with concerns, please contact the trip coordinator at (317) 234-0077.
- Please stress to the group the importance of being respectful of the experiences of other guests and each other. Please also help students be mindful of the fact that the building is a public space and voices carry.
- Treat objects with care. While IHS encourages students to explore the spaces and touch materials, the organization requests that guests still treat objects with care. This is especially important when dealing with materials in the library.
- Students disrupting the experience of others or endangering the exhibits will be asked to leave the space.
- Many of the exhibit spaces are smaller and can become cramped. It is encouraged to share the number of expected chaperones with the trip coordinator. An excess of chaperones will cause the schedule to adjust.
- Exhibit descriptions are available on page 8 and 9.
- A guide for your chaperones has been included on page 7.

Check In/Arrival Information

- Please enter the building through the east doors under the overhang near the canal.
- Head to the Welcome Center to process any payment. If payment is not required, Welcome Center staff will confirm the number of students and chaperones in attendance. The Welcome Center will provide a receipt.
- The Historical Society accepts payments of cash, credit, or a check made out to the Indiana Historical Society. When possible, it is recommended that groups pay in one transaction in the order to expedite the check-in process.
- Please see that each member of the group has a wristband on before entering the building.
- IHS staff members and volunteers will help guide students to their first location. Lunch carts and coat racks will be available. It is recommended that all lunch bags are labeled with group letters.
- A staff member will give a brief orientation to the entire group, after which the assigned groups will be divided for the tour.
- It is recommended that group leaders assign students to letter groups before arrival.
- If the group is running late the day of the tour, please call the Welcome Center at (317) 232-1882.

Lunch Procedures

- Indoor lunch space must be reserved in advance. This option is free to groups. Please mention this facet during the reservation process. Groups are always welcome to eat on the canal steps or green space (*tables are reserved for Stardust Terrace Café patrons*).
- In the event of inclement weather, indoor lunch space may not be available unless previously reserved. The History Center asks that students stay in the designated lunch areas until it is time to move on.
- If the group has arranged to have an indoor lunch room, please have lunches in boxes or containers to make transportation easier. Carts

will be stationed in the lobby area as the group enters the building, and a staff member will take them to the assigned room.

- It is recommended that all lunch bags be labeled with group letters.
- If members of the group would like to eat in the Café, these guests must pre order meals. Menus can be sent at request of the group leader. Pre ordering ensures that all members of the group receive their food in a timely manner. Pre orders are due a week before the visit. Pre orders turned in after this deadline are not guaranteed for the designated pick up time.

Payment for Tours

- Payment is due at the time of the visit unless other arrangements have been made. This will allow for the accommodation of student absences. The confirmation letter will specify the amount owed.
- Please note that if the group prepays and does not bring as many youth and adults as registered, History Center staff will fill out a refund request. The refund will be mailed.
- The History Center accepts payments of cash, credit, or a check made out to the Indiana Historical Society. When possible, it is recommended that groups pay in one transaction in the order to expedite the check-in process.
- Please let IHS staff know in advance of the visit if an invoice is required.

Cancellation and Refund Policy

- Please notify the Indiana Historical Society in case of cancellation or change in group numbers as soon as possible by calling (317) 234-0077 or emailing reservations@indianahistory.org.
- As mentioned earlier, it is recommend paying the day of the visit. However, if advance payment is necessary or if the school must prepare a check in advance, payments will be accepted. If actual group numbers differ from the number of participants registered, the group leader must request a refund upon check-in at the Welcome Center desk. Welcome Center staff will complete a refund request form and a check will be mailed after this form has been processed. Please call ahead of the visit if the organization requires an invoice.

Parking Guidelines

- For those who are driving (whether using a bus or individual cars) the Historical Society parking lot is located off New York Street not Ohio Street as the address suggests.
- Drivers will need to get a ticket out of the machine upon entrance to the lot. This ticket can be validated at the Welcome Center. Please let the driver(s) know they need to pull up as far as they can to the parking gate for the sensors to recognize their vehicle. In some cases, someone may need to step off the bus to reach the ticket. Please keep in mind the arm will not open until a ticket is taken from the machine.
- Additional chaperones may park their cars in the lot but please keep in mind the History Center has limited parking spaces. If there are a large number of chaperones driving separately, some may need to find alternate parking.
- Bus drivers are welcomed and encouraged to join the tour for no charge. Drivers will need to wear a wristband and do not need to follow the schedule.

Getting to the Eugene and Marilyn Glick Indiana History Center

From the North

Take I-65 South and exit at the Martin Luther King Jr. Street/West Street exit (exit 114).

Continue south on West Street for about three-quarters of a mile. Turn left on New York Street. The entrance to the parking lot will be on the right.

From the South

Take I-65 North, and then change to I-70 West. Go west for just under one mile and exit at West Street (exit 79A). Turn right onto West Street/Missouri Street and continue north for about a mile. The History Center building will be passed on Ohio and West streets. Make a right at the next stop light, which is New York Street. The entrance to the parking lot will be on the right.

From the East

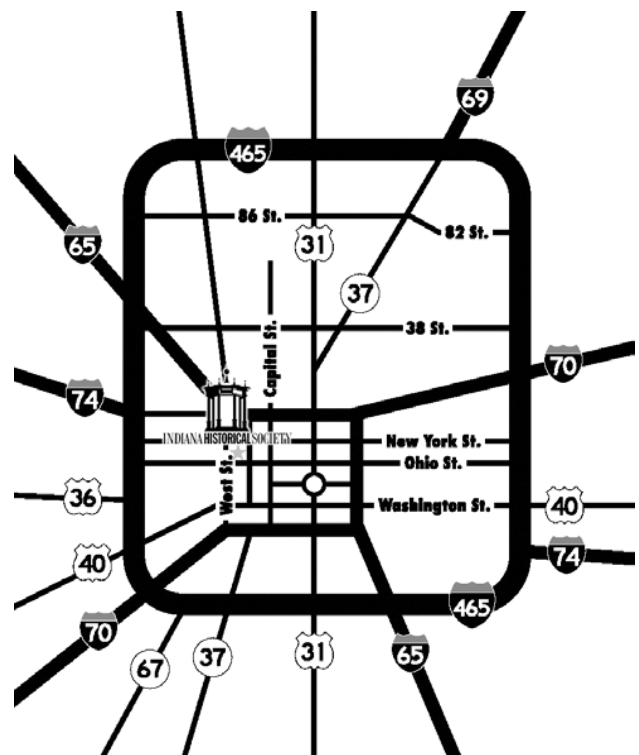
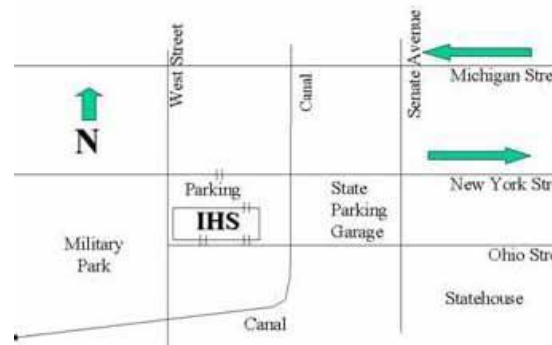
Take I-70 West and then change to I-65 North. Pass the first exit, go to the far-left lane and exit at the Martin Luther King Jr. Street/West Street exit (exit 114). Continue south on West Street for about three-quarters of a mile. Turn left onto New York Street. The entrance to the parking lot will be on the right.

From the West

Take I-70 to the West Street exit (exit 79A). Make the first possible left (north) onto West Street/Missouri Street and go about a mile. The History Center building will be passed on Ohio and West streets. Make a right at the next stop light, which is New York Street. The entrance to the parking lot will be on the right.

Bus Parking

Buses may stop near the History Center entrance to unload, but should then pull into a designated bus parking space on the north side of the parking lot (bordering New York Street). If bus drivers are unable to pull into the lot, they will be responsible for making other accommodations.



Chaperone Guide

Thank you for agreeing to chaperone a field trip to the Eugene and Marilyn Glick, Indiana History Center. Chaperones are an important part of the learning process. By following the guidelines below, you can help to make your students' visit fun and meaningful.

- There should be one chaperone for every 10 students.
 - Please stay with the group during the entire visit. The chaperone's role will be to make sure students stay immersed in the experience. Students should be conducting themselves as they would in school.
 - IHS also encourages chaperones to know the names and faces of the students in their assigned group and make sure students know their name. Do an occasional head count, especially as the group moves to a new area.
 - Students are encouraged to do any restroom or snack breaks before the tour. Please make sure that food and drink (including candy and gum) stay only in the lunchroom. Food and drink are not allowed in the exhibits.
 - Restrooms are located on the Canal Level near the classrooms, and on the Main Level across from the Destination Indiana experience. Students are encouraged to take restroom breaks during the Destination Indiana rotation.
 - Encourage students to ask thoughtful questions. (*See Suggested Questions section on this page*).
 - Chaperones are encouraged to engage in the experience. Interactives can be enjoyed by all ages. Actors welcome questions from all members of the group.
 - IHS staff or volunteers are happy to answer questions. If there is an emergency, such as an injury or lost child, please notify a staff member immediately.
 - Please ensure that group members are respectful of the experiences of other guests and each other. Please also help them to be mindful of the fact the building is a public space and their voices carry.
- Treat objects with care. While IHS encourages students to explore the spaces and touch materials, the organization requests that guests still treat objects with care. This is especially important when dealing with materials in the library.
 - Students disrupting the experience of others or endangering the exhibits will be asked to leave the space.
 - If any chaperones would like to eat in the Café, they must pre order meals. Menus can be sent at request of the group leader. Pre ordering ensures that all chaperones receive their food in a timely manner. Pre orders are due a week before the visit. Pre orders turned in after this deadline are not guaranteed for the designated pick up time.
 - Please check with the school's group leader to see if the group will be visiting the Basile History Market. IHS welcomes school groups in the History Market as long as they remain with their chaperones. Please allow no more than 15 students in the History Market at a time. This can be done after the designated stops on the group's schedule.

Suggested Questions...

- In the You Are There experiences, groups will meet interpreters playing the roles of people from specific years in the past. Ask them about their daily lives and activities, the objects in the spaces, and life in Indiana at the time.
- At the INvestigation Station, ask facilitators to help students understand what a primary source is, how to look for clues in different kinds of sources, and how to piece clues together to learn the story of the past.
- Ask facilitators in the History Lab questions such as: "What does science have to do with history?" "What is conservation?" or "How can I conserve specific items?"
- In Destination Indiana, ask facilitators about the fashions, leisure activities, types of transportation, events, buildings, or locations pictured in the photographs.

Indiana Experience

Activity Descriptions

You Are There 1839: Religion and the Divided Frontier

open September 2018 to April 2020

In this exhibit visitors will travel back to an inn in Danville Indiana. Guests will be able to talk to circuit riding preacher Eli Farmer and other members of Indiana's early communities as they explore the tumultuous times they are living in and discuss what will come next.

You Are There 1939: Exploring Angel Mounds

open March 2019 to August 2020

Visitors will be transported back in time to the 1939 excavation of the Angel Site, one of the most significant pre-contact Native American sites in Indiana. Visitors will be placed within the active dig site and encounter workers employed by the WPA and staff from the Indiana Historical Society who had recently purchase the property.

You Are There 1915: Madam CJ Walker: Empowering Women

open September 2019 to January 2021

Visitors will explore the home of Madam C.J. Walker in Indianapolis where she not only lived; but also operated her hair care products business. Visitors will be able to interact with Walker and others who operated within her considerable sphere of influence.

W. Brooks Fortune History Lab

Take on the role of a conservator and participate in a hands-on paper-mending activity in our History Lab, where students will learn how science and history work together in the field of conservation.

Destination Indiana

Send students on a time-travel journey through IHS's vast collections. Depending on the group's size, students may guide their own investigations at individual computer stations or journey through Indiana's past with a facilitated big-screen journey. Big-screen journeys include **Welcome to Monument Circle, Explore the Monument, The Statehouse, Circle Theater, Traction Terminal, Glimpses of the African American Experience in Indiana, Mapping Indiana, Eli Lilly and Co. and Civil War.**

Destination Indiana is brought to you by American Red Ball Transit Company, Inc.

Choose from the following topics for Destination Indiana facilitated presentations:

Welcome to Monument Circle

Learn about the 1821 platting of the town of Indianapolis, its growth, and the role that Monument Circle plays as the hub of activity at the center of the city and state.

Explore the Monument

Discover the history of the Soldiers and Sailors Monument that is the focal point of Monument Circle. In this presentation, students will explore the following questions: When and how was the monument built? What does it symbolize?

The Statehouse

Learn about the two statehouses that have served as the seat of government in Indianapolis. Ponder the activities that take place in the statehouse and consider how the building serves as the center of civic life for Indiana.

The Circle Theater

See how time affects a particular location in this presentation that follows the various businesses that occupied an address on the southeastern quadrant of Monument Circle. Trace the history of the Hilbert Circle Theater from its time as a livery stable to its current use as the home for the Indianapolis Symphony Orchestra.

Destination Indiana CONT.

Traction Terminal

Follow the history of transportation in this presentation about the Traction Terminal—the hub for interurban railroads and bus traffic in Indianapolis for more than 70 years.

Glimpses of the African-American Experience in Indiana

Follow the history of African-American settlers in Indiana and trace their influence on our state's history. Learn about how the struggle for civil rights played out in Indiana and explore ways in which African-American heritage is celebrated today.

Mapping Indiana

Trace the history and growth of Indiana through maps in this journey. Follow the ways in which Indiana has been depicted by mapmakers throughout time as it moved from Native American territory to part of the Old Northwest to a newly formed state to a hub for transportation and trade networks. Learn about different kinds of maps and the purposes they serve.

Eli Lilly and Company

Discover the story of famous Hoosier Eli Lilly and learn how his company has played a pivotal role in creating such vital medicines as insulin, penicillin, antibiotics, and the polio vaccine.

Civil War

Learn about Indiana's role in the Civil War and meet some of its soldiers and home-front heroes. Find out about Civil War battles, including one that took place in Indiana, and discover how Indiana supplied the second highest number of troops per capita for the Union war effort.

Other Field Trip Options

All options are dependent on availability. Please make reservations for these options at least two months in advance.

INvestigation Station

Do detective work with primary sources at the INvestigation Station. Facilitators will help students discover clues in photographs and documents to solve mysteries of the past while analyzing primary sources from IHS' vast collection housed in the William H. Smith Memorial Library. Content customization available upon request.

Collections Show and Tell

Meet with a staff member in the William H. Smith Memorial Library to see some special items from the IHS collection. Possibilities are endless, but guests may see a 200-year-old map or a letter written during the Civil War. If the group has a specific topic of interest, let the visit coordinator know and staff can tailor this option to the group. This can be added to the tour at no charge as a 15 to 20 minute rotation but is dependent on the availability of Library staff.

William H. Smith Memorial Library

Delve into the Indiana Historical Society collection to find historic items such as maps, letters, diaries, business records, photographs, and more. William H. Smith Memorial Library staff can present a tutorial on using the online catalog and digital collections to search for items. This works best for high school or college students in groups of 25 to 30 guests. The presentation will last 45 to 60 minutes. If the group would like to add this experience as part of the tour, please contact reservations@indianahistory.org and it will be arranged with the library on behalf of the group. If the group would like to request this as a stand-alone program, please contact the library directly by emailing reference@indianahistory.org.

