

## Teacher Guidelines

### **How can I plan to visit?**

Fill out the school visit form completely, or call 413 458 0563 and speak with the education coordinator to discuss details about your class so we can make your visit the best experience possible.

### **Scheduling your visit**

The calendar fills up quickly; at least two weeks advance notice is required. Teachers and group leaders should have alternate dates in mind in case the first choice is booked. For the greatest availability of dates, plan to make arrangements two months before your visit. The Clark can arrange a gallery talk with a docent Tuesday through Friday at 10:15 am, 11:30 am, or 1 pm. Other start times can be arranged if needed. Larger groups can be split over two times slots on the same day, or over multiple dates. Please contact us at least two months in advance to schedule visits for groups of more than 50 students.

### **What will it cost?**

The Clark is free to students and chaperones year-round. The Clark reserves the right to limit the number of chaperones or charge admission for extra chaperones. The suggested chaperone-to-student ratio is one chaperone per ten students.

### **Transportation reimbursement program**

Each year the Clark welcomes dozens of school groups from communities in Massachusetts, Vermont, New York, Connecticut, and beyond. To ensure that as many schools as possible can take advantage of the Clark's resources, basic school bus transportation funding to and from the Clark is provided in part or in full, for school groups that might not otherwise be able to pay for transportation. To qualify for funding, groups must be able to make the round-trip journey to the Clark in one day during the school year and participate in a gallery talk with a museum educator. Contact the education department for more information. You will receive confirmation materials including your transportation reimbursement request form two weeks prior to your visit.

### **How long will the gallery talk last?**

Gallery talks generally take about an hour. Groups that arrive late are not guaranteed their full time slot. Coatroom/bathroom breaks take time too, so please build that time into your plans. We encourage you to plan for

extra time after the talk to visit the galleries independently or to visit the Museum Shop. The Clark will provide drawing pads to your students if they would like to sketch their favorite works during their time in the galleries after the talk. Some gallery talks include optional, complementary activities. In addition, a hike on our beautiful campus can be another great way to take advantage of the Clark's unique setting and round out the day's activities.

**What role do the chaperones play?**

Chaperones, not Clark educators, are responsible for monitoring and enforcing the behavior of the students. Chaperones are expected to familiarize themselves with museum rules and must stay with their students at all times. It is helpful if teachers and chaperones communicate any pertinent information to the docents upon their arrival. Students should move from room to room as a unit with their chaperones during any self-guided portion of the visit.

**THE  
CLARK  
ART  
INSTITUTE**

Williamstown  
Massachusetts 01267  
413 458 2303  
clarkart.edu

**SCHOOL TRANSPORTATION REIMBURSEMENT REQUEST**

Name of School: \_\_\_\_\_

Date of visit: \_\_\_\_\_

Grade/ # students: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Mail check to:  
(Name and address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount: \$ \_\_\_\_\_

***PLEASE ATTACH A COPY OF THE BUS BILL TO THIS FORM***

Submit request to: Chelsea Neveu  
Education Coordinator  
Sterling and Francine Clark Art Institute  
225 South St.  
Williamstown, MA 01267

By email: cneveu@clarkart.edu

By fax: 413 458 2336

Clark use only below this line

API _____		Inv. #: _____			
Reviewed by: _____		Effective Date: _____			
Fund	GL Acct	Dept	Proj.	Task	Amount
<u>100</u>	<u>-520353</u>	<u>-040</u>	---	-	\$ _____