

# FIELD TRIP HANDBOOK



**MEDAL *of* HONOR**  
— HOST CITY MUSEUM —  
AT NORTH CENTRAL TEXAS COLLEGE

**Contact Information:**

Medal of Honor Host City Museum  
1525 West California Street  
Gainesville, Texas 76240  
Phone: (940)668-3330  
Email: MOH.HostCityMuseum@nctc.edu  
Website: <https://www.nctc.edu/museum>

**Regular Hours:**

Monday – Thursday: 8:00 am – 5:00 pm  
Friday: 8:00 am – 12:00 pm

**Summer Hours:**

Monday – Thursday: 7:30 am – 5:30 pm  
Friday: Closed

## **Welcome Statement:**

Thank you for your interest in the Medal of Honor Host City Museum. This is an exciting opportunity to educate your students on the history and significance of the Medal of Honor. The Medal of Honor Host City Museum tour is tailored to meet classroom standards for all grade levels. This guide provides what to expect with your visit.

To improve our visitor experience, we will follow up with a brief survey that can be completed on-site or by email. Thank you in advance for taking the time to provide feedback, which allows the museum to enhance educational programming.

## **About the Museum:**

The Medal of Honor Host City Museum is dedicated to honoring and preserving the legacy of Medal of Honor recipients while offering an educational space for all visitors, particularly school groups. This policy aims to ensure that students, educators, and chaperones have a safe, respectful, and meaningful experience, in alignment with the museum's mission. Admission to the museum is **FREE**. If you would like to visit the museum before your registered field trip or have the Texas Essential Knowledge and Skills (TEKS) for planning purposes, please call 940-668-3330. To learn more about the Medal of Honor Character Development Program or obtain lesson plans and materials, please visit <https://www.cmohs.org/register>.

## **Mission Statement**

Through powerful exhibits, education, and community engagement, we inspire future generations to uphold the enduring values of the Medal of Honor.

## **Vision Statement**

To forever honor and preserve the legacies of Medal of Honor recipients for generations to come.

## **Field Trip Objectives:**

- Learn the history and significance of the Medal of Honor
- Understand the six core values the Medal of Honor represents: Courage, Commitment, Citizenship, Sacrifice, Integrity, and Patriotism
- Engage with real-life stories of Medal of Honor Recipients
- Foster appreciation for military service and civic duty

## Field Trip Experiences & Offerings

- Guided Tours
  - The museum will lead students on an immersive journey through the history of the Medal of Honor, highlighting the extraordinary courage and sacrifices made by its recipients.
- Self-Guided Tours
  - For a more flexible learning experience, students can embark on self-guided tours of the Medal of Honor Museum. Students can explore at their own pace using activity sheets offered by the museum. These tools are designed to help students engage deeply with the exhibits, fostering critical thinking and reflection as they explore the significance of courage, sacrifice, and patriotism throughout history.
- Valor in Action: Lessons from the Medal of Honor: *An Educational Journey into Courage, Sacrifice, and Leadership*
  - To complement the museum experience, the museum can offer lesson plans focusing on the Medal of Honor and the values it embodies. These plans also focus on the incredible stories of Medal of Honor recipients, helping students understand the principles of courage, sacrifice, and leadership. The lessons are designed to tie directly into the museum exhibits, providing an enriching educational experience both in and outside the classroom.

## Group Scheduling and Reservation:

- Advance Reservations: All school groups must schedule their visit at least **two weeks in advance** by contacting the museum directly. This ensures availability and helps us provide the best experience for your group.
- Group Size: To ensure a meaningful and well-organized visit, group size is limited to a maximum of 100 participants, including students, teachers, and chaperones. Groups exceeding this number will be divided into smaller sessions to preserve the quality of the experience.
- Guided Museum tours are offered during regular operating hours

## Conduct Expectations:

- Respectful Behavior: All students, teachers, and chaperones are expected to conduct themselves respectfully during the visit. This includes avoiding loud conversations, running, and engaging in inappropriate conduct within the museum.
- No Touching Exhibits: Touching or handling objects without permission is prohibited.
- Raise hands to ask questions.
- Mobile Phones: Mobile phones should be set to silent mode. Photography is allowed unless the guide or a specific exhibit indicates otherwise.

- The museum is open to the general public during student field trips. Students are expected to demonstrate respect and consideration for other visitors and fellow students during their visit.

### **Supervision Requirements**

- Chaperones: Each group must have at least **ONE** adult chaperone for every 10 students. Chaperones must ensure students adhere to the museum's rules and guidelines throughout their visit.
- Student Behavior: Chaperones are expected to actively engage with students during the visit and encourage them to ask questions and participate in discussions.

### **Parking and Arrival**

- Buses may drop off and pick up students at the museum entrance.
- There is plenty of parking in the open lot across from the entrance to the Museum.
- Arrival Time: Groups should arrive at least 15 minutes before their scheduled time for check-in and preparation.

### **Food and Drink**

- Food and Beverages: Food and drinks are prohibited in the museum galleries except for bottled water that contains a lid. There is a designated area outside the Museum where groups can eat before or after their visit.
- Lunch Options: Groups planning to dine at the Museum are kindly requested to notify the museum staff in advance to allow for appropriate accommodations to be arranged. The museum provides a designated area for lunch storage, which can be made available upon request.

### **Safety & Emergency Procedures**

The safety of all visitors—students, staff, and chaperones—is our highest priority during your visit to the **Medal of Honor Host City Museum**. Please review the safety guidelines and emergency procedures to ensure a secure and enjoyable experience.

### **General Safety Guidelines**

- **Stay with your group:** Students must remain with their assigned group and chaperone at all times.
- **Follow staff instructions:** Museum staff are trained to ensure a safe environment; their instructions must be followed promptly and respectfully.
- **Respect exhibits and boundaries:** Do not touch displays unless explicitly permitted.

- **Report concerns immediately:** If you see anything unusual or unsafe, alert a chaperone, teacher, or museum staff member right away.

## **Emergency Procedures**

In the event of an emergency, museum staff will take the lead in guiding groups to safety. Please familiarize yourself with the following:

### **Medical Emergency**

- Notify the nearest museum staff member or call the front desk immediately.
- Staff will contact emergency services if needed.
- A first aid kit is available at the museum front desk.

### **Fire or Evacuation**

- Remain calm and follow staff instructions.
- Proceed quickly and quietly to the nearest exit.
- Assemble in the designated gathering area outside the museum for a headcount and further instructions.

### **Severe Weather**

- Museum staff will monitor weather conditions and initiate shelter-in-place procedures if necessary.

## **Cancellation Policy**

- **Notice of Cancellation:** If your group needs to cancel or reschedule, please notify the museum at least **48 hours before the scheduled event**.
- **Weather-Related Cancellations:** In case of severe weather or other unforeseen circumstances, the museum will notify you about any changes to your reservation.

**Please encourage your students to be attentive and respectful during their visit and engage with the unique educational opportunities at the Medal of Honor Host City Museum.**

**To book or if you have any questions, please don't hesitate to contact the museum.**