



Cranbrook Art Museum

CHAPERONE RESPONSIBILITIES

Thank you for chaperoning a school program at Cranbrook Art Museum! We need your assistance to be able to provide the best possible experience for your students. By understanding the expectations we have for group, you allow us to focus on making the educational experience great! Thank you for your help!

CHAPERONE RESPONSIBILITIES:

Initial next to EACH item to acknowledge you have read and understood the responsibilities.

___ **Chaperones must stay with students at all times.**

___ **As a chaperone, YOU are responsible for your students' behavior.**

___ **Chaperones must follow and support the directions given by Art Museum staff.**

___ **In the galleries and vaults, chaperones are responsible to ensure that students:**

Are Mindful: Even the lightest touch can damage a work of art because the oils in our fingers can react with the surface. Visitors must keep their hands to themselves to protect the artwork from oil and dirt, and to help keep the Museum looking its best. Please be responsible and thoughtful: don't touch the art, don't climb up on pedestals or platforms, and don't lean on the walls.

Are Ready to Learn: Chaperones help students stay focused on discussions and activities. When moving around the Museum, chaperones may be asked to gather materials, line up students, and ensure that the students walk through the Museum in a quiet and orderly manner. Your assistance with keeping the group together and focused on the activity at hand allows our staff to concentrate on teaching.

Are Engaged and Aware: We encourage discussion in the galleries, we'll ask your group questions and want to hear what they say. Students should be courteous to others by raising their hands to respond and listening to others. Please be courteous of our staff and other visitors. Cell phones should not be used by chaperones or students. Please turn off or set phones to vibrate before entering the Museum. If you need to talk on your cell phone, stay in the lobby area. If staff leads your tour, please treat them as you would your own teacher. If this is a self-tour, chaperones are responsible for students' conduct while on the museum grounds.

Use Only Pencils: The Art Museum only permits the use of pencils in the galleries. Depending on the program your group is participating in, other supplies may be provided by the museum.

_____ **Be prepared! Below is a list of what you should and should not bring to the museum:**

Cameras: Remember that your primary responsibility is to chaperone your students!

Chaperones are permitted to take photographs of their students in designated areas only. The Museum only permits photography without flash for personal, non-commercial use. The use of tripods, selfie-sticks, flash, and video cameras is prohibited in the Museum without prior permission. Museum staff may request you to put the camera away to focus on student needs.

Bags & Coats: Please do not bring bulky bags and coats into exhibitions or the museum vaults. It's easy for these items to accidentally bump artworks and other visitors! Our staff will show you where to store these items, in our coat room or workshop space.

Food & Drink: Food, gum, and beverages are not allowed in the Museum. There is no eating or drinking in the galleries or vault spaces. If your group is eating lunch during your visit, staff will show you designated areas where food is permitted.

_____ **During the art-making experience (Workshops Only):**

It's Their Work: While making artwork we ask that chaperones and staff observe and encourage, but are hands-off. Student work should be truly their own.

It's Their Turn: Let students ask and answer questions. Encourage students to seek out peers for advice and collaboration.

It's Their Experience: We require that Chaperones **do NOT make their own work of art**; this is time to assist in supervising the student group and providing guidance. (You're welcome to register for a Museum Makery Adult Workshop in the future!)

I have read and understand the responsibilities of being a chaperone.

Signature

Date

PRINTED Name

School/Class

Date of Visit

Please bring completed form with you on the day of your visit.
Thank you in advance, and we can't wait to see you!