We’re excited that you’ve chosen to bring your students to the Tampa Bay History Center! This packet will help you organize your trip. Don’t forget to visit the “Resources” tab on our website for additional field trip information and pre-visit activities!

This Field Trip Guide is designed to help teachers get the most out of their students’ visit to the Tampa Bay History Center. Please read this whole guide prior to your visit, and contact our Education department at (813) 675-8960 if you have any questions.

ADDRESS
801 Old Water Street, Tampa FL 33602
813-228-0097 (Main); 813-223-7021 (Fax)

CONTACT INFO
Brian Buttafuoco, Assistant Curator of Education
Phone: 813-675-8960 (Direct)
Email: bbuttafuoco@tampabayhistorycenter.org
Making Your Reservation Request

Field trip reservations open August 1st. Tours are scheduled as the requests come in, and should be made at least four weeks in advance. Dates fill quickly! Many teachers request their field trip date as soon as the year starts. Your on-line reservation request will allow you to choose 3 possible dates. Once your reservation request has been made, you will receive an email confirming the details of your field trip.

Deposit & Payment

A $50 deposit is required within 30 days after receiving your booking acknowledgment. The balance of your group’s admission is due on the day of your field trip, and must be paid in one lump sum. We accept cash, credit cards and checks (payable to the Tampa Bay History Center). Please watch for your booking acknowledgment (an email from us) which will have your estimated admission total, and instructions for paying your deposit.

Cancellations And Changes

To cancel or make changes to your reservation, call 813-675-8960 no later than ten business days prior to your visit. If you cancel your field trip at least ten business days prior to the scheduled date, you will receive a full refund of your deposit. If your group does not show up for a scheduled field trip, or if you fail to cancel at least ten business days prior to the scheduled date, your deposit will be forfeited to TBHC.

School Admission Rates

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Students</td>
<td>$7/pp</td>
</tr>
<tr>
<td>Teachers (1 per class)</td>
<td>FREE</td>
</tr>
<tr>
<td>Chaperones (1:10 Required)</td>
<td>FREE</td>
</tr>
<tr>
<td>Extra Chaperones</td>
<td>$10/pp</td>
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</table>
About The Field Trip Itself

Tour Overview
During their tour, students are guided by knowledgeable docents as they explore the significant people, ideas and events that shaped our region and state. Students rotate in groups through a series of galleries, films, and activities during their tour. All students will see the same exhibits, but in different sequences.

Capacity
A minimum of 10 students is required for a tour and a group rate. The History Center can accommodate up to 150 students at one time. Students from pre-K through college will enjoy their age-appropriate guided tour.

Tour Length
Please allow 2 hours for your field trip, and additional time is needed to check in and get students organized. Students who arrive after their scheduled starting time may not have an opportunity to see all of the exhibits.

Please let us know if you plan to eat lunch, shop in the Museum Store, or return to the galleries following your tour.

State Standards
Our gallery exhibit themes closely follow the Florida Next Generation Sunshine State Standards, and meet numerous benchmarks tied to the Florida History curriculum. The purpose of the tour is to show students that by exploring primary sources and hands-on objects throughout our galleries, they will make connections to Florida’s history through the overriding themes of adaptation, encounter, and exchange. For a list of the appropriate benchmarks, please click here.
Florida History Exhibit Themes

A mixture of the following themes is explored during the standard school tour. Special emphasis can be placed in certain themes, just indicate at the time of booking.

For more detailed descriptions of our exhibits, see pg. 10.

Tour Themes

- Florida’s Native Indians
- Florida’s Early European Explorers
- Seminole Wars & Culture
- Founding of Tampa & “Cigar City”
- Tampa Bay Timeline
- Industries & Natural Resources
- Sports & Recreation
- Civil Rights in Tampa
- Tampa’s War Heroes
- Pioneer Florida
- Trans-Atlantic New World Exploration
- Navigation Tools
- The Pirate’s Life
- Florida Shipwrecks
- Artifacts Recovered
Lunch Amenities

Picnic Lunches
We’re happy to store neatly packed lunches while your students visit our galleries, and most field trip groups opt for a picnic lunch right next to the History Center at Cotanchobee Park. We recommend transporting individual lunches in coolers.

Boxed Lunches
The History Center does not have a cafeteria or vending machines, but boxed lunches are available for pre-order through the Columbia Café. The boxed lunch information can be found under the Resources tab of our website.

TIP: Please note that the Columbia Café is not able to accommodate food orders on the day of your visit, nor can they allow student groups to eat at their tables.

Museum Store

The Tampa Bay History Center has a great Museum Store which welcomes student groups. The store offers a wide variety of fun and educational items starting at $5. Students are welcome to browse, but we ask that no more than 10 students shop at one time and that they be accompanied by an adult chaperone while shopping.
Preparing For Your Field Trip

Pre-Visit Classroom Activity

Teachers can help their students prepare for their visit by completing the Pre-Visit Activity, *La Florida to the Sunshine State!* which is found on our website under Resources. This classroom-based activity is simple to administer and takes just one class period to get the students excited about the stories and objects they will see on their field trip.

Teachers who complete the pre-visit activity will receive a small gift from the History Center (1 per teacher). Just mention this to your docent.

Grouping Your Students

Divide your *TOTAL SCHOOL GROUP* into even, compatible sub-groups according to the guidelines to the right. We highly recommend you use an identifying nametag or colored sticker. Many teachers use sticker dots in red, blue, green, yellow, orange.

Each student group will have their own docent. Too many students in one group is hard for the chaperones and docent to manage.

In order to provide a fun, engaging experience, please divide your students into the following groups, as listed on the right.

<table>
<thead>
<tr>
<th># of Students</th>
<th>Groups</th>
</tr>
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<tbody>
<tr>
<td>10 - 25 Students</td>
<td>1</td>
</tr>
<tr>
<td>26 - 50 Students</td>
<td>2</td>
</tr>
<tr>
<td>51 - 75 Students</td>
<td>3</td>
</tr>
<tr>
<td>76 - 100 Students</td>
<td>4</td>
</tr>
<tr>
<td>101 - 120 Students</td>
<td>5</td>
</tr>
<tr>
<td>121-150 Students</td>
<td>5*</td>
</tr>
</tbody>
</table>

*No more than 30 per group*

**NOTE:** Do not divide students into more than five groups even if you are bringing more than five classes.
Field Trip Day

When You Arrive

Please arrive 15 minutes before your scheduled tour time. A museum docent will greet your bus upon arrival. The docent will instruct you on where to pay your admission, store lunches and park the bus.

Buses & Parking

Buses should pull up to the History Center’s entrance to allow students to disembark safely. Bus drivers will be directed to an off-site parking location. No parking fee is required for school buses. Chaperones driving separately should plan to park in nearby public parking lots.
Directions

From I-275 NORTH OR SOUTH
• Traveling N in I-275, take Ashley Street/West Tampa Exit # 44 to downtown.
• Traveling S in I-275, take Downtown East-West Exit # 45A to downtown.
• Turn left on Jackson Street
• Turn right on Morgan Street
• Turn left on Channelside Drive
• Turn right on Old Water Street

From Crosstown Expressway
• Take Crosstown Expressway Exit 8 (Downtown East)
• Turn right on Kennedy Blvd
• Turn left on Channelside Drive
• Turn right on Old Water Street

From Gandy & South Tampa
• Take Gandy Blvd. to Bayshore Blvd; turn left
• Take Bayshore Blvd. to the Platt Street bridge
• Merge right onto the bridge (go underneath the Tampa Convention Center)
• Turn right on Old Water Street

Drop Off & Parking
Buses should pull up to the History Center’s entrance to allow students to disembark.

Parking for personal vehicles is available in the Channelside Parking Garage, about 400 steps from the museum. Enter the garage at 369 S. 12th Street. Rates are $2.00 per hour and are subject to change.
Pre-Visit Checklist

• Submit the on-line Field Trip Request with three possible dates.

• Arrange transportation and obtain permission slips (as required by your school).

• Collect money from students for admission ($7) and, if desired, boxed lunches.

• Read this entire Field Trip Guide and visit www.tampabayhistorycenter.org to explore our additional resources.

• Recruit chaperones. We REQUIRE at least 1 adult for every 10 students, and suggest that you assign 2-3 chaperones to each group of students.

  Note: All chaperones should be included in the group booking and must be included in the one transaction upon arrival. Chaperones that arrive and intend on paying on their own will pay the standard museum rates of $14.95 per person.

• Send your $50 deposit into TBHC. This will reserve your tour and docents. We MUST have this prior to your visit.

• Divide students into even, compatible groups. Identify each separate group with nametags, stickers etc.

• Five (5) days prior to your field trip call TBHC (813-675-8960) with your final headcount.

• Review the map and directions to the museum and make a copy for your bus driver.

• BEFORE you arrive, be sure students are divided into groups. Be prepared to give TBHC the actual number of students, teachers and chaperones in attendance.

• Remind students (and adults) they may not bring backpacks, large bags, gum or candy to the History Center. Drinks and snacks must remain in lunch boxes.

• Arrive 15 minutes before your scheduled tour time. Call 813-228-0097 ext. 0 if you are running late and will not be there 15 minutes early.

• A museum docent will greet you upon arrival. Have students wait on the bus(es) while the lead teacher speaks to the docent. He/she will instruct you on where to check-in, store lunches, and park the buses.

• Complete the Pre-Visit Activity from our website. This activity ties in with the tour. Students will be able to explore primary sources and hands-on objects to make connections to our galleries during their tour. These connections will relate to Florida’s history through the overriding themes of adaptation, encounter, and exchange.
Second Floor

**ICONS OF TAMPA BAY (ATRIUM),** these large, colorful works of art depict historic characters, events and symbols unique to our region.

**WINDS OF CHANGE,** a 15-minute film, tells the story of Spanish explorer Panfilo de Narvaez’s landing near Tampa Bay in 1528 and his encounters with the native people.

**FLORIDA’S FIRST PEOPLE** features information about Florida’s early inhabitants, including artifacts such as tools, pottery and an ancient dugout canoe.

**THE KNIGHT COLLECTION** showcases Seminole and Miccosukee artifacts, such as patchwork, basketry, wood carvings, ceremonial objects, a replica chickee and more.

**COACOOCHEE’S STORY,** a 15 min. film, immerses viewers in a riveting account of the Second Seminole War, Indian leader Coacoochee and Lt. Sprague.

**CIGAR CITY** designed as a 1920’s cigar shop and factory – tells the story of the industry that put Tampa on the map and the immigrant communities at the center of that story.
Third Floor

**YOUR TAMPA BAY** allows visitors to take virtual tours of regional landmarks using large interactive maps.

**COWMEN AND CRACKERS** showcases Florida’s cattle ranching history, putting viewers in the middle of an actual cattle drive (6 min. film).

**NATURAL RESOURCES** looks at some of Florida’s most important industries, including fishing, phosphate mining, and agriculture.

**PORT CITY** tells the story of Tampa’s ports with a whimsical 6-min. film inside an actual shipping container-turned theater.

**YEAR ROUND PLAY** features Tampa’s recreational and social activities, including festivals and sports.

**TAMPA BAY TIMELINE** puts 500 years of regional history into context using photographs, artifacts, and compelling stories.

**WITNESS TO CHANGE** is a listening space featuring stories of change in the Tampa Bay Region, with a focus on civil rights, urban development, and the natural environment.

**WAR STORIES** focuses on wars that have touched our state and region since the 1830’s and includes a variety of compelling artifacts.

**A LAND REMEMBERED** is inspired by Patrick Smith’s iconic novel by the same name. Designed for young children, this replica Cracker cabin is filled with dress-up clothes and other hands on objects.
Fourth Floor

**TREASURE SEEKERS GALLERY** tells the history of Florida's conquistadores, pirates, and shipwrecks. The gallery includes many compelling stories, a replica of a 60-foot Bermuda sloop, and artifacts dating back to the 1600's.

**EXPLORERS OF FLORIDA** showcases six European explorers who came to Florida in search of wealth and opportunity; it includes an interactive display that traces the path of each explorer.

**FOLLOW THE STARS** teaches how mariners used early technology along with their knowledge of the stars to navigate over vast distances. This area features interactive navigation tools and rare recovered artifacts.

**IN THE HOLD/LIFE AT SEA/ARMORY** describes the living conditions, weaponry and tactics used by pirates and other seamen over long voyages at sea. These exhibits are inside the 60-foot Bermuda sloop and contain rare personal artifacts.

**PIRATES** are a common theme throughout the gallery. Learn about famous pirates who patrolled Florida waters, how they lived, and the tactics they used.

**THE PIRATE'S FATE THEATER** presents an immersive, 8-minute, choose-your-own-adventure film experience. While "press ganged" onto a pirate vessel, students can choose the direction to sail, and "fire" a cannon to determine their fate!

**SHIPWRECKS** features many rare artifacts recovered from shipwrecks dating as far back as the 1600's. Learn how these artifacts were recovered.

**TOUCHTON MAP LIBRARY** (not generally included on student tours).

Changing Exhibits

Teachers and students are welcome to visit our changing exhibits but, standard tours do not allow time in these galleries.
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Museum Etiquette

• Food, drinks (including water bottles), gum and candy are prohibited inside the museum.

• Please leave backpacks and large tote bags at school – they are not allowed in the galleries.

• TBHC provides an area to store coolers and lunch boxes. These items are not allowed in the galleries.

• No flash photography, please. Over time, camera flashes can damage artifacts.

• Only touch objects when invited to do so. The natural oil on hands can damage artifacts.

• Use pencils – not pens or markers – when working on assignments in the galleries.

• Use clipboards – not exhibit cases or walls – as writing surfaces. Clipboards and pencils can be provided by TBHC.

• Students may not walk about the museum unattended. Chaperones must be attentive and remain with students at all times.

• Students must not run, but walk while in the galleries.

• Have fun! However, please be courteous to other visitors.