



# Tallahassee Museum

TREE TO TREE ADVENTURES

T: (850) 575-8684  
F: (850) 574-8243  
W: TallahasseeMuseum.org  
3945 Museum Drive  
Tallahassee, FL 32310

## Information for Journey Overnight Coordinators

Your group should decide on one person to be the trip coordinator. Your trip coordinator will be your contact person with the Museum. Arrive at the Tallahassee Museum by 12p.m. EST as a group. The program will be complete by 12 p.m. the following day. Groups will be checked in on the front porch of the Admissions Building located at 3945 Museum Drive. The Museum will provide name tags if needed.

If you are driving to the Museum, you may unload your passengers at the Admissions Building and park in the parking lot across the street. Be sure to lock your car. There is no parking fee. overnight gear must be left in your vehicle until 5pm when the Museum closes.

Lunch is NOT served at a Journey Overnight program, though a snack and dinner will be served. Please be sure that the girls are fed prior to the program. Dinner will consist of sandwiches or wraps, sides and a drink from our Trail Break Café.

Breakfast will be served between 7-8am, and will consist of a variety of bagels and cream cheese, a seasonal fruit and juice. Coffee will be provided for the adults. If members of your group have allergies, please note them on the form. We will do our best to provide options that are suitable for your group. If you prefer, you may pack foods that participants with allergies may eat.

The Overnight Program officially ends at 12:00pm the following afternoon. All sleeping gear must be packed up and put into vehicles prior to this time. In some cases, the sleeping gear may be stowed away out of reach of the public until the program is over at noon.

The Museum opens to the public at 9:00 a.m., Monday-Saturday and 11:00 a.m. on Sunday. All overnight gear must be removed from public areas prior to the museum opening.

### IMPORTANT

A First-Aid kit must be brought by each group. The Tallahassee Museum cannot provide any type of medical aid. Should an emergency arise in which your First-Aid Provider is not equipped to handle, 911 will be called and the injured person will be transported to a nearby hospital. Be sure to bring any medical release forms you might need for the people in your group with you to the Overnight program, (these are for your records as trip coordinator).

Please send copies of the following information to the parents of the participants, as well as the chaperones.

**THERE IS NO SMOKING IN ANY MUSEUM BUILDINGS**





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## Information for Chaperones

- One person from your group has been designated as your trip coordinator. If you have any questions, this coordinator should contact the Museum.
- The Museum will assign an Overnight Program Leader to guide your group throughout the program. However, chaperones must remain with their groups the entire time and be available to help the Camp-In Leader.
- Children not accompanied by their parent should be assigned to a specific attending adult. That adult will be responsible for the child's behavior.
- For your safety, the Museum recommends that minors submit a permission form, including brief medical history, to the group's first-aid provider. The museum is not responsible for this form.
- Each leader should bring a flashlight in case of emergency. The Museum is equipped with emergency lighting and your Overnight Program Leader will have a flashlight. For night walks, the museum will provide flashlights.
- There will be coffee provided in the Discovery Center at breakfast.
- In the event of a fire alarm, you should remain calm. Your Overnight Program Leader will instruct you on the correct procedures to follow. Please be cooperative.
- The Museum does not become completely dark at night. All sections of the Museum have some areas that stay lighted all the time in case of an emergency.

## What to Bring

- A sleeping bag or blanket and a pillow.
- An air mattress or pad is recommended because the floors are hard. We have found inflatable floats to be a good choice for campers.
- Wear comfortable clothing. Dress in layers; the Museum's temperature can vary greatly during the night.
- Be sure to wear closed toed shoes. Also we will be indoors and outdoors, so come dressed for the weather. There are restrooms available for changing.
- Toothbrush, toothpaste, and washcloth
- All belongings should be labeled and kept in a labeled bag.

## Please do not Bring

- Gum
- Electronic games or music players

## Questions

All questions pertaining to payment or registration should be addressed to the Education Registration Manager at 850.575.8684 ext. 141, between 9 a.m. to 5 p.m. EST, Monday-Friday. All questions pertaining to programming and group itinerary should be addressed to the





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School and Community Programs Coordinator at 850.575.8684 ext. 115. If no one is available to help you, please leave a message and someone will return your call as soon as possible.

