

# How to be a Great Chaperone



To be a great chaperone, you don't need any special knowledge—just common sense and a willingness to jump in and get involved. Here are a few tips to make this visit successful:

- Introduce yourself to your group and your docent (tour guide)
- Stay with your group during the tour and assist the teachers and docent.
- Follow and help remind students of the KIA's Museum Manners.

Classes tour in small groups of 10-15 students. Each group is lead by a museum docent, a specially trained volunteer tour guide.

As tours move through the museum, chaperones help keep the group together. They remind students of their Museum Manners if needed and are good role models during the tour. Chaperones are ready to help the docent if asked.

Thanks for being part of your group's guided tour. Your participation will help make your school's visit to the Kalamazoo Institute of Arts fun and educational. We invite you and your family to visit the KIA again!

## KIA Museum Manners

1. Do not touch any of the art because it is fragile and the oils on your fingers (even if your hands look clean) will make the work of art dirty. If everyone touched, the art would be ruined, and now one would be able to enjoy it. We want it to last as long as possible.
2. Please walk in the museum. We do not want you or the art to get hurt.
3. Use quiet voices during your tour; other people are trying to enjoy their visit too.
4. Stay with your group. Be ready to look carefully and think about what you see. Your docent will ask you to share your ideas about the works of art.
5. Gum, food and drinks are not allowed in the galleries because spills could damage the works of art.
6. Please do not lean on walls/cases as you might lean into a work of art or mark the walls.

