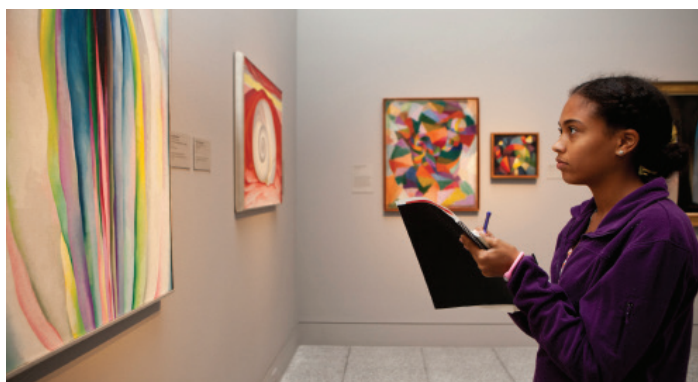


# MFA HOW TO PREPARE FOR YOUR VISIT

## Art Resource Tour for Schools Program

[tours@mfa.org](mailto:tours@mfa.org) | 713-639-7835 | [mfa.org/studentvisits](http://mfa.org/studentvisits)

Thank you for booking a visit to the Museum of Fine Arts, Houston. In this packet you will find resources designed to help you, your chaperones, and your students prepare for their visit to the Museum.



## FREQUENTLY ASKED QUESTIONS

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### If I have questions before my visit, whom can I ask?

Contact the Museum at [tours@mfah.org](mailto:tours@mfah.org) or **713-639-7835**.

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### How much does my visit cost?

Guided tours are free for school groups with registration four weeks in advance. Self-guided visits are free for school groups with registration at least two weeks in advance. Admission fees apply to ticketed exhibitions.

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### How long will my visit last?

Both guided and self-guided tours are booked for one hour in the Museum within a specific timeframe, e.g., 2:00 to 3:00 p.m.

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### What if I need to cancel my visit?

In the event that you must cancel your visit, please email [tours@mfah.org](mailto:tours@mfah.org) or call **713-639-7835** as soon as possible.

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### What happens if our group is late?

If your group arrives late for a guided tour, your tour will be shortened and will finish at the originally designated time. If your group arrives more than 30 minutes late, your tour will be canceled.

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### How many chaperones should I bring?

One adult chaperone per 10 students is required. Chaperones receive free admission and must remain with their group for the entire visit. Please review and share the information regarding Museum guidelines with all chaperones before the visit.

A maximum of two chaperones per every 10 students may shadow a docent-guided group. Please avoid bringing extra chaperones.

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### Where can we eat lunch?

#### CULLEN SCULPTURE GARDEN

School groups may bring sack lunches in the Cullen Sculpture Garden, located across the street from the Museum. We do not have an alternate venue for lunch in the event of inclement weather.

#### CAFE LEONELLI

New! CAFE LEONELLI Food and beverages are available for purchase at Cafe Leonelli, located in the Kinder Building. If you plan to dine in the café, please notify the café one week in advance by calling 713-714-3014. No outside food is permitted in the café.

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### Can we take photographs?

Video and still photography, without flash, is permitted at the Museum of Fine Arts, Houston, solely for private, noncommercial use, and only in Museum galleries that are devoted to its permanent collections, including the Lillie and Hugh Roy Cullen Sculpture Garden. If your group is interested in taking pictures, please allow additional time for photography after your guided tour is complete.

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### Will there be time to visit the Museum Shop?

Students are welcome to visit the MFA Shop after their guided tour or at any point during their self-guided visit. Ten students accompanied by an adult chaperone may enter the shop at one time.



# WHEN YOU ARRIVE AT THE MUSEUM

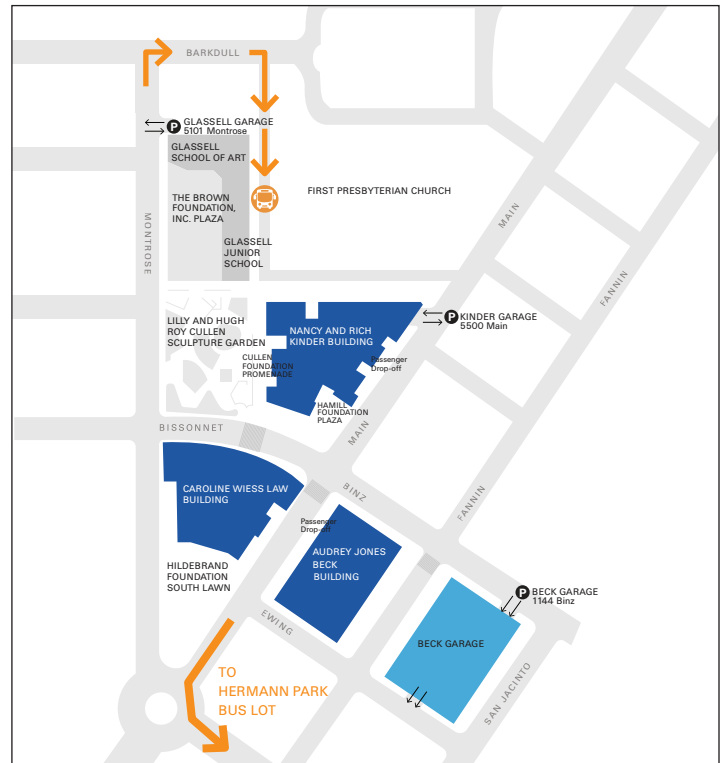
## Arrival and Parking

### CHAPERONE PARKING

Parking is now available in a new underground facility at 5101 Montrose Boulevard, just north of Bissonnet, in addition to the Museum's current parking garage at 1144 Binz. Please look for signage that will direct you to the entry off of Montrose.

### NEW! BUS DROP-OFF AND PARKING

Buses may drop off behind the Glassell School of Art, located at 5101 Montrose Boulevard. Going north on Montrose from Bissonnet, turn right on Barkdull and take the first immediate right onto the bus lane behind the Glassell building. Museum staff will greet you at the school-tour entrance. Buses are not permitted to park in any Museum parking lots. Once students have exited their buses, drivers will continue on the bus lane, then turn left between First Presbyterian Church and the MFAH Kinder Building, exiting onto Main Street. When the buses return for pickup, they must reenter the bus lane as they did for drop-off. Overflow parking is located at Hermann Park immediately past the Mecom Fountain. See Museum campus map on right. After parking buses, drivers are permitted to return to the Museum free of charge to join their school groups for the tour. Guided tours last approximately one hour.



The Museum of Fine Arts, Houston  
The Susan and Faye S. Sarofim Campus

- Museum Buildings
- Parking Garages
- Bus Drop-Off/Parking

## Check-In

### GUIDED TOURS

Students should remain on the bus until the lead teacher has checked in with a Museum docent or staff member, who will ask for the number of students and chaperones in the group. After checking in, students may exit buses and enter the Museum, continuing either by stairs or elevator to the lower-level McNair Education Court. A Museum docent or staff member will confirm the number of students and chaperones before dividing them evenly among available docents.

### SELF-GUIDED TOURS

Students should remain on the bus until the lead teacher has checked in with the guest services desk. At the desk, Museum staff will ask for the number of students and chaperones in the group and provide chaperone badges for the adults. After checking in, students may exit buses and enter the Museum with a Museum staff member to begin the tour. If the school arrives early, they must wait for their scheduled tour time to enter.

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## Museum Guidelines

We hope that your Museum visit will be an enriching learning experience. Please help us keep everyone safe and engaged by reviewing the following guidelines with students and chaperones before your scheduled visit.

### NOTES FOR EVERYONE

- Please do not touch the works of art. Help the Museum protect the art by looking closely with your eyes but refraining from touching art in the Museum and Sculpture Garden. Please avoid leaning on cases and walls in the galleries.
- Students should remain with their chaperones at all times.
- Food, drinks, and gum are not permitted inside the Museum galleries. If your group plans to have lunch in the Cullen Sculpture Garden, please leave the lunches on the bus until your scheduled lunch time.
- Please turn off or silence cell phones during the tour.

### NOTES FOR TEACHERS AND CHAPERONES

- We recommend that backpacks, heavy coats, and umbrellas remain on the bus. Groups are welcome to check these items into the coat check areas located in the lobby if needed; however this may impact the time available for your tour.
- Please wear the Museum chaperone badges while at the Museum. You will receive a chaperone badge during check-in.
- On guided tours, students will see three to five works of art. Tours are designed for discovery and careful observation. Discussion through works of art encourages students to approach ambiguous and complex ideas, and fosters critical thinking. The Museum offers a democratic space where students and teachers can develop, practice, and articulate these habits of mind.

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Learning and Interpretation programs receive generous funding from the Jerold B. Katz Foundation; Institute of Museum and Library Services; H-E-B; MD Anderson Cancer Center; The Brown Foundation, Inc.; Houston Livestock Show and Rodeo; Sharon G. Dies; Susan Vaughan Foundation; and additional generous donors.

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# MFA TOUR EVALUATION FORM K-12

## Art Resource Tour for Schools Program

### WE WANT TO HEAR FROM YOU AND YOUR STUDENTS!

Tell us about your experience with your students at the Museum of Fine Arts, Houston, to help us plan future opportunities for educators and students. All completed evaluations will be entered to win a \$25 Amazon gift card.

Name	Date
Email	
School	Grade
District	
Date of tour	Name of docent

Would you like to add your email address to our mailing list for educators? Yes No

**SCALE:** (1) Always (2) Mostly (3) Somewhat (4) Not at all

- \_\_\_\_\_ The Museum experience was welcoming and engaging.
- \_\_\_\_\_ The check-in process was smooth and efficient.
- \_\_\_\_\_ The gallery educator helped students look closely and think deeply about works of art.
- \_\_\_\_\_ The gallery educator encouraged student participation and worked from their comments.

- How many works of art did you see today?
- What were your expectations for the Museum visit? Were these expectations met?
- What did students take away from the experience?
- Please explain the correlation between your curriculum and the Museum experience. How can the Museum better support your teaching and students' learning?
- Additional comments?

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# **MFA** ■ GUIDELINES FOR TOUR CHAPERONES

## **Art Resource Tour for Schools Program**

**Welcome to the Museum of Fine Arts, Houston!**

**Thank you for accompanying your class to the Museum today. We are happy you are here and request the following:**

- Please stay with your group and help keep the students together. Addressing any children who need extra attention and providing escorts to the bathroom, etc., will help the docent provide the best possible experience to everyone.
- Encourage students not to touch any works of art.
- Please refrain from using a cell phone during the tour; it is distracting to the students and their docent (museum educator).
- Assist the docent however you can, but please be as discreet as possible during discussions.
- If you have a child in the group, please treat him or her in the same way you would the other students.

**Again, thank you very much for your participation. We hope you enjoy your Museum experience.**

**Come back soon!**

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**Again, thank you very much for your participation. We hope you enjoy your Museum experience.**

**Come back soon!**

# MFA ■ GUÍA PARA EL/LA CHAPERÓN

## Programa de Guías Escolar

**¡Bienvenidos al Museo de Bellas Artes de Houston!**

**Gracias por acompañar a su clase al museo hoy. Nos complace que se encuentre aquí y le pedimos lo siguiente:**

- Permanezca siempre con la clase que se le asigna, manteniendo al grupo unido. Para mejor ayudarle al guía, por favor ayude a cualquier estudiante que necesite atención adicional como acompañante al baño, etc. Esto mejorará la experiencia de todos.
- Anime a sus estudiantes a que no toquen las obras de arte.
- Mantenga su celular desconectado a lo largo del recorrido; distrae a los estudiantes y el/la guía.
- Ayude al guía como pueda, pero sea prudente durante discusiones.
- Si su hijo/a es parte de su grupo, por favor trátelo igual a los demás estudiantes.

**Muchas gracias por su participación. Esperamos que disfrute su experiencia en el Museo.**

**¡Regrese pronto!**

# MFA ■ GUÍA PARA EL/LA CHAPERÓN

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**¡Regrese pronto!**

# MFA H BUS SCHOLARSHIP PROGRAM 2021-22

The Museum of Fine Arts, Houston, offers a wide range of interdisciplinary, curriculum-based tour experiences for pre-K–high school students. Exploring the Museum’s collections and special exhibitions, students are encouraged to think broadly about and make personal connections with works of art. Through engagement with works of art, students strengthen important skills that are necessary for success in all subject areas and in their lives.

The Museum will provide a Bus Scholarship Program during the 2021–22 academic year. The fund sponsors bus transportation for pre-K–12 school groups coming for a guided or self-guided visit to the Museum. Scholarships are awarded on a first-come, first-served basis for schools demonstrating need. Approved applicants will be provided with a bus scholarship up to \$250. The scholarship will be paid after the Museum visit. Scholarships are subject to availability.

Self-guided visits must be requested by emailing [tours@mfa.org](mailto:tours@mfa.org) at least 4 weeks in advance of your desired tour date and may be requested up to 12 weeks in advance. Applications for bus scholarships must be submitted within 3 business days following online submission of a tour request. Only schools with previously confirmed tour dates are eligible to apply. Confirmation of approved bus funding will be received 5 business days after the application has been received.

Please refer to our FAQ sheet for more specific information about eligibility, application processes, acceptance criteria, and more.

To apply, please fill out the form included.



**Q: Who is eligible for the MFAH Bus Scholarship Program?**

**A:** The MFAH Bus Scholarship is available to all Houston area schools (public or private) demonstrating need, with Title 1 schools given priority.

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**Q: How do I apply?**

**A:** Schools must submit a completed application form (available at [mfah.org/busscholarship](http://mfah.org/busscholarship)) within 3 days of submitting an online request form for a guided or self-guided visit to the Museum (available at [mfah.org/schooltours](http://mfah.org/schooltours)) to [tours@mfah.org](mailto:tours@mfah.org). Scholarships are subject to availability. Educators are encouraged to complete application materials in advance and submit them immediately after submitting an online tour request. Only schools with previously confirmed tour dates are eligible to apply.

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**Q: When will I find out the final status of my application for the bus scholarship?**

**A:** Notification will be given via email or phone within 5 business days of the submission date of your application.

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**Q: If awarded the bus scholarship, how do I receive payment for the bus?**

**A:** After your visit, you have 60 days to submit your bus invoice and a W9. Once the invoice and W9 are received, the Museum will pay for one round trip from your school to the Museum by bus, or up to \$250. If costs exceed \$250, the school/individual(s) are responsible for the remaining costs. If you do not submit an invoice and W9 within 60 days, your scholarship will no longer be valid and all expenses will be the sole responsibility of the school/individual(s).

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**Q: Can I change my requested date?**

**A:** If absolutely necessary, you may request to change the date of your guided tour or self-guided visit if the request is made at least 4 weeks in advance and your previous request and bus scholarship application have not been processed. Please contact [tours@mfah.org](mailto:tours@mfah.org) or 713-639-7835.

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**Q: How do I cancel my requested date and bus scholarship application?**

**A:** We ask that you give as much notice as possible when canceling a guided tour or self-guided visit. Any costs incurred by the school prior to the scheduled date are the sole responsibility of the school/individual(s). Please contact the tours coordinator at [tours@mfah.org](mailto:tours@mfah.org) or 713-639-7835.



# BUS SCHOLARSHIP PROGRAM APPLICATION

---

Name of school

---

Street address

---

School phone number

---

School fax number

---

Teacher name

---

Email

---

Principal name

---

Email

---

Date/Time of tour requested online

---

Requested tour type/topic

---

Grade level

---

Number of students/chaperones/teachers

---

Percent of students receiving free or reduced lunch

---

Designation: *i.e., public, private, magnet, charter, title1*

Others ways in which your school may demonstrate need:

■ What other Museum resources have you used/programs have you attended?

■ Please include a brief statement explaining why you would like to bring your students to the Museum and how a visit to the Museum will help you achieve your goals for your students.

Have you attended an educator program at the Museum in the past year?  Yes  No

---

Teacher/Applicant's signature

---

Date

---

Principal's signature

---

Date

*Please submit application by email to [tours@mfa.org](mailto:tours@mfa.org) within 3 days of submitting an online tour request.*

# MFAH WHY VISIT THE ART MUSEUM?

**A SCHOOL VISIT AT THE MUSEUM OF FINE ARTS, HOUSTON, is fun, enriching experience. It also represents a critical step in 21st-century learning, fostering innovation and academic achievement.**

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## Studies<sup>1</sup> demonstrate correlations between engagement in the arts and

- academic achievement in students
- SAT scores
- scientific accomplishment and innovation

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## A recent study<sup>2</sup> has shown that a single school visit to an art museum results in students who

- have stronger critical-thinking skills
- demonstrate increased capacity for historical empathy
- display higher levels of tolerance
- have greater knowledge about art, and higher interest in art and culture

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## The Art Resource Tour for Schools Program at the Museum of Fine Arts, Houston

- opens doors for students and teachers
- integrates the visual arts into classroom curriculum
- produces measurable improvement in 21st-century student skills

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## Docent-guided visits

- allow students to form meaningful connections with works of art through close looking and interactive gallery experiences
- are led by trained volunteers
- encourage critical and creative thinking while addressing multiple learning styles

**[VIEW THESE VIDEOS](#)** to find out what teachers and students can expect from MFAH School Tours, and additional opportunities that the Museum supports for learning through art.



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<sup>1</sup> See for example James S. Carterall et al. *Critical Links: Learning in the Arts and Student Academic and Social Development* (Washington, D.C.: the Arts Education Partnership, 2002).

<sup>2</sup> Jay P. Greene, Brian Kisida, and Daniel H. Bowen, "The Educational Value of Field Trips," *Education Next* 14, no. 1 (Winter 2014).