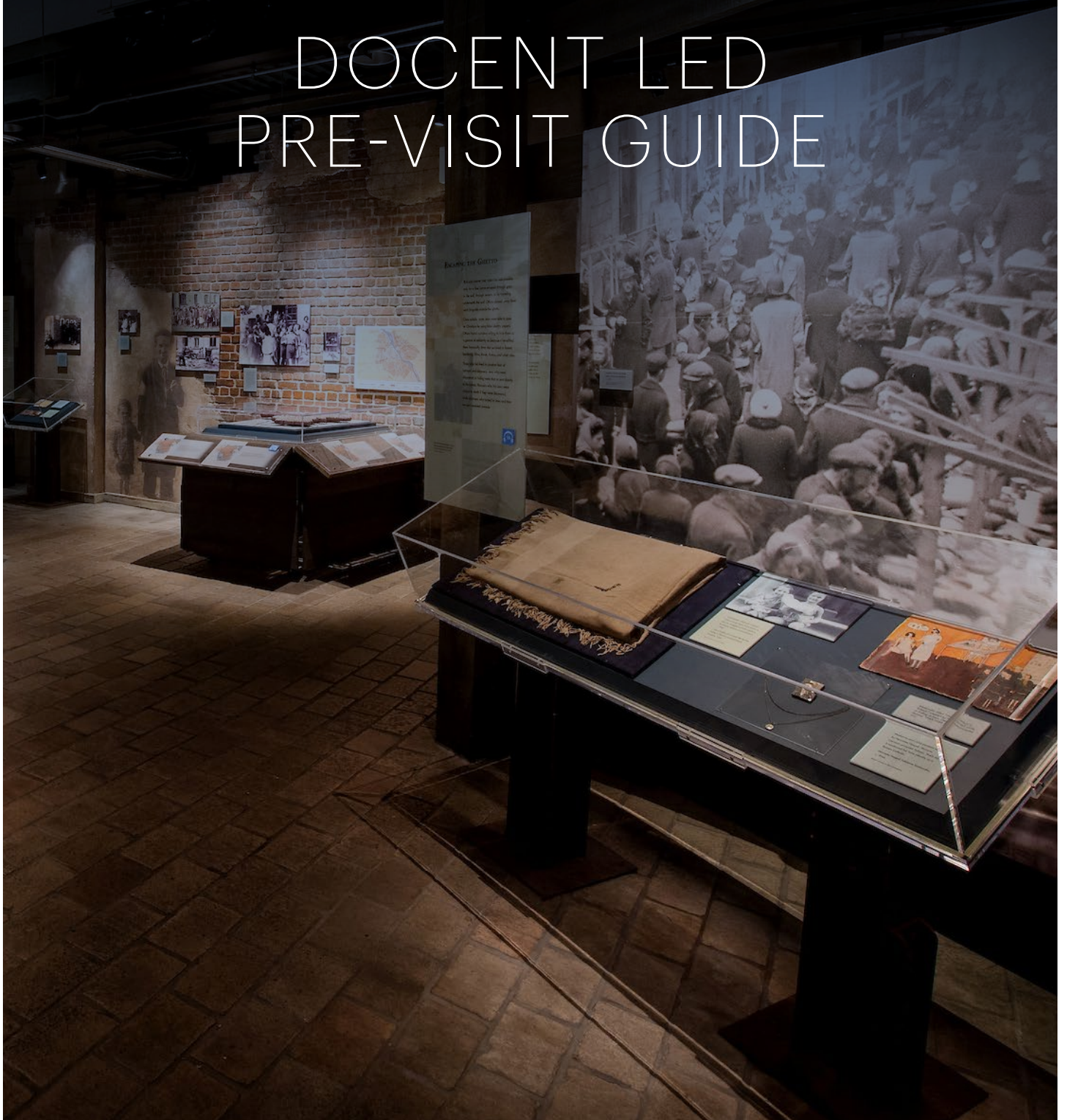




ILLINOIS HOLOCAUST MUSEUM  
& EDUCATION CENTER

# DOCENT LED PRE-VISIT GUIDE





“The Museum is place we Holocaust survivors can call home; a place that welcomes us to remember our past and honor our families; a place that speaks out against hatred. I invite you to our home to honor those who have helped create this special space.”

**Fritzie Fritzshall**

Holocaust Survivor, President Emeritus

Dear Teachers:

First and foremost, thank you for providing your students with the opportunity to visit Illinois Holocaust Museum & Education Center. We know that you have many choices for your field trip experiences, and we are glad you chose us. We know this is a big undertaking on your part, and that communication and preparedness are keys to a successful trip.

A visit to the Museum is meant to engage students and spark their interest. It offers a unique experience that cannot be replicated in the classroom. We are inspired by the tens of thousands of students and educators who engage in our field trip program. We know from testimonials and evaluations that they leave with an enhanced understanding of how the Holocaust impacted the lives of individuals, and what is possible when hatred, bigotry, and indifference are left unchallenged.

This Guide is a first step in giving you the planning support you need. Within it, you will find details on preparing for your visit, your arrival, tour, and frequently asked questions. Please feel free to duplicate any pages as needed.

Lastly, we look forward to helping you with the logistical side of your trip. We are only an email or phone call away from answering your questions. Please don't hesitate to contact us.

We look forward to seeing you soon!

**The Education Team**

P: **847-967-4800** Email: [fieldtrips@ilhmec.org](mailto:fieldtrips@ilhmec.org)

## PREPARING FOR YOUR VISIT

### For Teachers and Chaperones

- Expect your group journey through the Museum to take a minimum of 2 to 2.5 hours.
- Recruit chaperones. **The Museum requests student groups include one chaperone for every 10 students.**
- Before you arrive, divide students into groups of 20. Each group of 20 should have 2 chaperones.
- Give chaperones the names of students for whom they will be responsible.
- Name Tags: Make sure that every child and adult is wearing a name tag that includes name, pronouns, group designation (number, letter, etc.)

### For Students

- Use the suggested pre-field trip activities to prepare your students for the field trip.
- Please review museum rules.

## MUSEUM RULES

Every visitor has a right to enjoy a meaningful and educational visit to the Museum.

All visitors must pass through metal detectors and have their belongings scanned. For your safety, all items brought into the Museum are subject to inspection.

Please leave all coats, bags, and valuable personal belongings back at school or on the bus. It is a very short walk from the bus into the Museum.

Leave all food, beverages (*except bagged lunches for groups with Dining Hall reservations*) gum, candy, and pens in your bus or car. Pencils are allowed if connected to an on-site activity—worksheet, class notes, reflection diary, etc.

Please use inside voices. Screaming and yelling interrupts other tours and visitors.

Unless otherwise noted, photography without flash is allowed inside most Museum exhibitions, as well as in public, non-exhibition spaces (*i.e., lunchroom, lobby*) and outside the building.



“We dreamt of creating a place that would not only serve as a memorial to our families that perished, and the millions lost, but also where young minds could learn the terrible dangers of prejudice and hatred.”

**Sam Harris**

Holocaust Survivor, President Emeritus

## ACCESSIBILITY AT THE MUSEUM

We want each visitor to have a memorable experience at our Museum and we are committed to making our programs, exhibitions, and facilities accessible for everyone by removing accessibility barriers, delivering a welcoming and relevant experience, and providing opportunities for meaningful engagement. Please notify the museum at the time you sign up if you have any students who require accommodations. Giving advance notice will make the visit more meaningful for all. Feel free to visit the Accessibility at the Museum page of our website to learn what support is available.

## DIRECTIONS

**DRIVING - FROM THE SOUTH via I-294:** Take the Tri-State Tollway (I-294) north to the Dempster St. east (US-14) exit. From the exit ramp, turn right onto Dempster Street (US-14). Drive east about 3.5 miles. Turn left onto Waukegan Road. Drive north about 1 mile. Turn right onto Golf Road. Drive east about 2 miles. Turn left onto Woods Drive. The Museum will be on your right.

**DRIVING - FROM THE SOUTH via I-94:** Take the Kennedy Expressway (I-90/94) west. Merge onto the Edens Expressway (I-94) going west to the Old Orchard exit. From the exit ramp, turn left onto Old Orchard Road. Turn left onto Woods Drive, about 1/4 mile down. The Museum will be on your left.

**DRIVING - FROM THE NORTH via I-94:** Take the Edens Expressway (I-94) east to the Old Orchard exit. From the exit ramp, turn right onto Old Orchard Road. Turn left onto Woods Drive, about 1/4 mile down. The Museum will be on your left.



## ON ARRIVAL

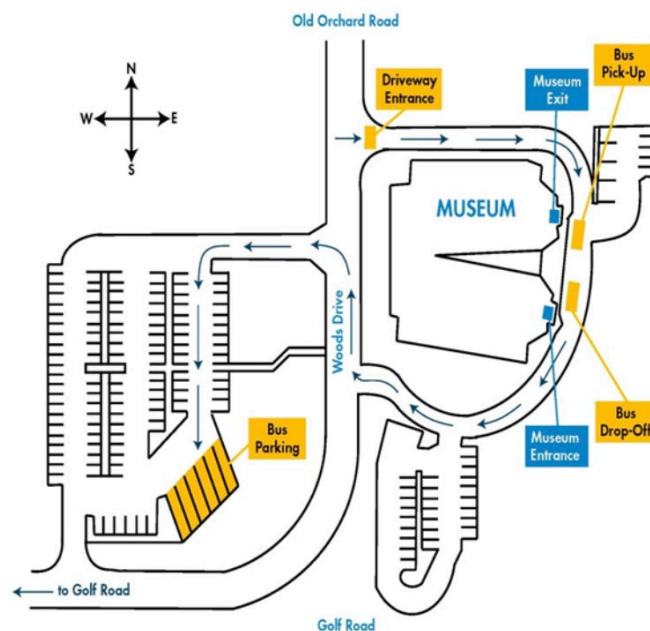
- Please arrive 15 minutes prior to your scheduled visit.
- School bus and motor coach unloading and loading will take place in front of the Museum's main entrance. Buses should enter the signed "Museum Entrance" area and pull up to the "dark side" of the museum building to check in with our Education team members. We recommend that your group remain on the bus while you check-in.
- **Check-in:** The lead teacher or group contact should present their confirmation letter at the Admissions counter.

A volunteer will come on the bus to greet and orient the students. Upon completion of the orientation, teachers should facilitate students exiting the bus(es) in their designated groups, about 20 at a time, to enter the Museum.

Please remember we encourage you to pre-pay your full field trip balance in advance of your visit. If advanced payment is not possible, the balance of your field trip payment is due upon arrival.

Please organize payment in full for the entire school group in the form of credit card, check, or cash (exact change only). **We do not accept purchase orders.**

- **Groups who have reserved the lunchroom:** Lunches should come off the bus before your students. Lunches should be in boxes pre-divided by group. The boxes will be put on a cart and taken to the student dining hall. Please do not put lunches in large garbage bags. **Lunch space cannot be added day of tour. The space must be requested and reserved in advance.**
- Students should exit the bus in pre-divided groups, with their chaperones.
- After going through security, students should gather as directed by Museum staff or volunteers in their pre-assigned groups with their chaperones. Student groups will then be assigned a Docent, who will ensure students have the opportunity to use the bathrooms and then begin their tours.
- After your students have unloaded, please direct your bus driver to the main museum parking lot on the west side of the museum where they will find special bus parking slots. Please direct your driver that **bus engines must be turned off when parked.** Bus drivers are invited to join a group for their tour. **Your bus driver will receive free admission.**



## INSIDE THE MUSEUM

When neo-Nazis threatened to march in Skokie in the late 1970s, Holocaust Survivors around the world were shocked. They realized that, despite their desire to leave the past behind, they could no longer remain silent. In the wake of these attempted marches, Chicagoland Holocaust Survivors joined together to form the Holocaust Memorial Foundation of Illinois. They purchased a small Skokie storefront and made it available to the public, focusing on combating hate with education. Today, the 65,000-square-foot Illinois Holocaust Museum & Education Center that opened in 2009 is a culmination of 30 years of hard work by the Survivor community. As the second largest Holocaust museum in the country, the Museum contains 5 core exhibitions, temporary exhibition space, and reflection areas.

### YOUR TOUR

Our docents are life-long learners, educators, and ambassadors who share their passion for history, deliver accurate information, and are able to share powerful stories behind the objects and photographs displayed. They encourage exploration and interpretation of the exhibitions using methods of dialogue and inquiry. We encourage you and your students to engage with them and ask questions.

While all students will visit our Karkomi Holocaust Exhibition, there may be other areas of the Museum included in your tour. They include the following:

**Karkomi Holocaust Exhibition** seamlessly weaves history with moving narratives of local Holocaust survivors and eyewitnesses. More than 500 artifacts, documents, and photographs are displayed, including the Museum's anchor artifact – a German rail car of the type used in Nazi deportation.

**Spagat Family Voices of Genocide Exhibition** explores how and why genocide continues to occur across geography and time. Learn from survivors and descendants of genocides in Armenia, Guatemala, Bosnia-Herzegovina, Rwanda, and Burma.

**The Act of Art** gallery highlights art as a form of social action and activism. The gallery is comprised of the Museum's fine art collection and includes pieces that explore significant historical events from the lens of the artists and the messages they want to convey.

**Special Exhibitions** throughout the year delve deeper into the history of the Holocaust and explore broader topics related to social justice and human rights. Please visit our website for updated temporary exhibitions.

**Room of Remembrance** pays special homage to the 6 million Jews murdered during the Holocaust through representative first names of victims inscribed on the walls in a moving tribute.

## DEPARTURE

Following your tour, buses and/or motor coaches should pick up the group in front of the Museum's main exit at your assigned departure time. Buses should enter the signed "Museum Entrance" area and proceed to the "light side" of the Museum building. Please note that if your bus arrives earlier than your scheduled departure time and your group is not ready to depart, they may be asked to "circle" or park elsewhere until the group is ready. Please keep your driver's phone number with you.

*If you need to leave early, please notify the Museum as soon as possible.*

### Student Coupon

After your field do not forget to download your students' return coupons, which allows those students who visited to return for a visit with their families. Each student is able to return free of charge with one paid adult or senior admission.

[www.ilholocaustmuseum.org/studentcoupon](http://www.ilholocaustmuseum.org/studentcoupon)



# FREQUENTLY ASKED QUESTIONS

## What is your chaperone policy?

- **We require two chaperones, 21 years of age or older, for every twenty (20) students.**  
No exceptions will be made to this policy. Chaperones within the 1:10 ratio are admitted free of charge.
- Medical/behavioral aides accompanying special needs students, over and above the 1:10 ratio are also granted complimentary admission.
- Additional chaperones not serving as necessary aides are charged the group tour fee of \$18/adult.
- Bus drivers and tour operators are granted complimentary admission.
- College/University field trips do not require chaperones.

## How do I divide or organize my students prior to my field trip?

### Do I need to create name tags?

We ask that you please divide your students evenly into color coded groups of no more than 20 before your field trip. Assign two chaperones per group.

Number of Students	Number of Small Groups
10-20	1
21-40	2
41-60	3
61-80	4
81-100	5
101-120	6
121-140	7
141-160	8

Please have each student and teacher/chaperone wear a name tag that identifies each individual by first name, pronoun, and is written in bold black marker. The easiest way to accomplish this is to use 2" x 4" Address Labels! Mark each individual name tag with a group designation – letter, number or color of their group.



## Can my group hear a Holocaust eyewitness during our visit?

If you requested a Speaker when booking your field trip, your group will hear a presentation from a member of the Museum's Speakers' Bureau. Presentations are 40 minutes in length, including Q&A.

## May our group bring lunch to eat before or after our tour?

### Can we purchase lunch on-site at the Museum?

Lunchroom facilities must be reserved, and are available on a first-come, first-served basis. Be sure to request the Student Dining Hall on your field trip request form if you would like your students to eat at the Museum.

Lunches are not available for purchase. However, groups that have confirmed Student Dining Hall reservations should bring student lunches in disposable paper or plastic bags, not hard or soft reusable lunch bags.

**Lunches MUST be in labeled cardboard boxes / containers by group color and school name.**

***Do not put lunches in large garbage bags.***

When you arrive, a Museum representative will ask for student volunteers to bring lunches inside the Museum. Museum staff will store lunches during your tour; refrigeration is not available. Remind students and chaperones that they will not have access to their lunches during the tour and should keep any valuables with them at all times.

## Are there suggested learning activities or teaching guidelines you would recommend to prepare for our field trip visit?

Before your visit we recommend you prepare your students for their field trip. You can download suggested learning activities, which include rational, guidelines to teach about the Holocaust, a historical chronology, glossary of geographical and biographical terms, online resources, exhibit summaries, and other materials. Please visit us at <http://www.ilholocaustmuseum.org/pre-visit-information/> to learn more.

In addition, the week before your tour a volunteer Museum docent will contact you by telephone to confirm your field trip and gather background information, goals and objectives for your trip. Docents cannot accept or handle any changes to your field trip. Please see below on how to request a change to your field trip request.

## How do I make a change to my field trip request?

In order for the Museum to properly plan for all interested student groups, a one-time change may be made to the following:

- Number of Students
- Rescheduling (Date and Time)
- Cancellation
- Addition of Lunchroom

**up to 21 days in advance of the tour, based upon availability. All changes must be requested in writing to the Education Department, emailed from an official school email address. Changes will not be accepted by phone.**

## **Number of Students**

After final confirmation of your student group size, we shall not issue any refunds or make any final balance due adjustments for failure to adhere to the confirmed group size. We reserve the right to invoice schools for any unpaid balance due.

## **Rescheduling (Date and Time)**

Any request to reschedule within 21 days of the field trip date will be considered a cancellation, a new request and deposit must be submitted.

## **Cancellation**

Refunds will not be given for cancelled tour. If your group is unable to travel to the Museum due to extreme weather conditions, please call us at 847.967.4848 as soon as possible. We will make every effort to reschedule your visit, based on availability.



**ILLINOIS HOLOCAUST MUSEUM  
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Take history to heart. Take a stand for humanity.