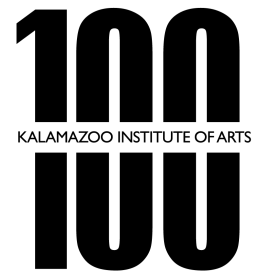


KALAMAZOO INSTITUTE OF ARTS



Chaperone Responsibilities

Thank you for volunteering your time and chaperoning your group's visit to the Kalamazoo Institute of Arts. You allow us to provide the best possible experience for your students. Your assistance is critical to the success of the visit. Below you will find your responsibilities for the day. Please take a moment to review them before your arrival.

While in the museum/galleries:

- Please stay with your group of students at all times
- Do not allow students to wander away from the group.
- You are responsible for the behavior of the students during the visit. Please enforce the museum manners.
- Follow and support the directions given by the docent and KIA staff.
- Please do not allow students to touch the art, climb up on pedestals or platforms, or lean on the walls.
- Please do not allow students to run.
- Please help to keep students focused on discussions and activities.
- Please allow students to supply their own questions and answers, and interact with one another and their guide in an appropriate manner.
- Please avoid using cell phones or other devices unless you're taking photos of your group.
- Photography is permitted without flash. Tripods, selfie-sticks, and video cameras are not permitted.
- Only pencils are permitted.
- Gum, food, and beverages (even water) are not allowed.
- Bulky bags and backpacks are not permitted. You will be able to leave them in the coat room, but please note that this is not a locked space. If you are carrying a medical supplies backpack, you may bring it in but it must be carried or worn on your front.

While in the studio (if doing an ArtLab):

- Please help students, if needed, but let them do their own work.
- Please keep students focused on directions and their projects.
- Please do not make your own work of art. Please remain focused on the students and be available to assist them or the ArtLab teacher.