



School Group Tour Guidelines

Bureau of Engraving and Printing
Tour and Visitor Center
9000 Blue Mound Road, Fort Worth, Texas 76131
www.moneyfactory.gov

General Information

Groups of 10 or more must schedule a tour with the Bureau of Engraving and Printing (BEP) in advance by calling our tour scheduler at (817) 231-4000 or toll free at (866) 865-1194. An exact number of participants will be requested at time of phone reservation. The BEP's Tour and Visitor Center can accommodate a maximum of 75 persons per tour time; this number includes both students and chaperones.

The BEP will be happy to accommodate an increase in the initial number of participants if there are available slots in the schedule. The group coordinator must call the tour scheduler at least 48 hours in advance to inquire about the availability of additional reservations.

If you have individuals who require sign language, Spanish interpreters or wheelchairs, please schedule these services at time of phone reservation.

The BEP's Tour and Visitor Center is a secured facility. Groups must arrive at least 30 minutes prior to scheduled tour time to allow for security screening and transport to the visitor center from the Transfer Station.

To assist the BEP in maintaining security as well as a positive learning environment for all, prior to arrival, the TEACHER will:

- Plan for the provision of one adult chaperone for every six students.
- Prepare a separate list for each chaperone designating students assigned.
- Communicate responsibilities listed on page 2 to chaperones and bus drivers.
- In addition to the scheduled tour, plan for student and chaperone learning activities during their visit to the Visitor Center as listed on page 2.
- Prepare nametags for all adults and students; student nametags should contain student's first and last name, school name, and chaperone's name.
- Communicate to students and chaperones that **the following items are prohibited** in the facility:
 - Cameras
 - Cell phones or any electronics
 - Weapons
 - Backpacks or book bags
 - Food and drinks, including water bottles
(Note: Prohibited items must be left on the school bus.)
- Communicate behavior expectations to students and chaperones, including:
 - Listen and follow adult instructions.
 - Use conversational voice levels inside the Visitor Center.
 - Walk at all times (no running or playing on the escalators).
 - Students are to remain with assigned chaperone at all times.
- Devise a plan for managing unacceptable student behaviors.
- Contact the tour scheduler at 817-231-4000 or toll free 866-865-1194 at least 24 hours prior to arrival to confirm sign language, Spanish interpreters or wheelchair(s), if these services were originally requested.

THE BUREAU OF ENGRAVING AND PRINTING RESERVES THE RIGHT TO CANCEL OR RESCHEDULE A TOUR IF THESE GUIDELINES ARE NOT MET.

Bus Driver Responsibilities:

- Upon arrival, enter the BEP's Public Tour parking lot, follow the *Bus Passenger Unloading* signage and park in front of the Transfer Station. A police officer will board the bus to provide security instructions. Passengers must stay on the bus until the police officer completes instructions. The police officer will then ask the students to form a single line outside the Transfer Station entrance while waiting to process through security.

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- Once students have exited the bus, the bus driver may proceed to the designated bus parking spaces.

Each adult CHAPERONE will:

- Have a written list of assigned students available for police officer's review.
- Accompany assigned students when exiting the bus and form a line outside the Transfer Station entrance while waiting to process through security.
- Once through security, accompany assigned students onto the shuttle bus for transport to Visitor Center.
- Once inside the Visitor Center, immediately report to the Information Desk, located on the first floor, to receive color-coded tour stickers and a briefing from the assigned tour guide. The Tour Confirmation Letter must be presented at this time.
- Stay with assigned students at all times, including video presentation, guided tour, first and second floor interactive exhibits, and gift shop.
- Help students comply with behavior expectations. Manage any ongoing unacceptable student behaviors according to teacher's communicated plan.
- Assist students in learning opportunities by encouraging questions and discussing interactive exhibits.
- Working around the scheduled tour, plan other learning activities for assigned students to enjoy during their stay at the Visitor Center by choosing from the following list:

Learning Activities to Enjoy at the Tour and Visitor Center

45-Minute Guided Tour
15-Minute Theater Movie
Two floors of interactive exhibits and displays
Retail Sales Shop
Treasury Hunt Game

Additional Helpful Information

Though there is not a place to eat lunch in the Visitor Center, there are fast food places and restaurants nearby. For a listing of restaurants, including those near the Civil War Museum for same-day combination tours, see the separate restaurant listing we have provided for your convenience.

We hope that the information provided will help you and your students have a smooth, enjoyable, and educational learning experience at the BEP's Tour and Visitor Center. Visit our website at <http://www.moneyfactory.gov> for more information and a first-hand look at our facility. (Click on "Locations and Tours," then "Western Currency Facility," and then "Photos.")

We look forward to your visit!