

Dear Chaperone:

Thank you for agreeing to act as a chaperone for an upcoming visit to the Japanese American National Museum (JANM). We appreciate you taking time out of your schedule to ensure that students have a safe and educational visit to our museum.

As a chaperone, please remain with the students at all times. JANM's staff and volunteers rely upon chaperones to monitor students during programs so that they can concentrate on providing an interactive and informative visit.

To ensure an enjoyable visit for all, please help students follow these museum regulations:

- Chaperones must remain with their group of students at all times while at JANM. Please remember that we are relying on you to enforce indoor behavior for your group. No running or other activity that could endanger others or the objects on display is permitted.
- Other groups and visitors will be in the museum during your visit—please be courteous.
- Visitors should not lean or sit on exhibition cases and platforms. Display cases and walls should not be used as writing surfaces.
- Food, drink (including water), and gum are not permitted.
- Only pencils may be used in the galleries.
- Videotaping and flash photography are not permitted in exhibition areas.
- Personal belongings—including backpacks and large bags—are not allowed in exhibition areas. We encourage students/guests to leave these items at school or on the bus. Any food, drink, or backpacks must be checked in at the front desk upon arrival.
- When visiting the JANM Store, one adult chaperone must accompany every five students with maximum occupancy being ten students at a time.

Groups that do not adhere to these regulations may be asked to leave by museum staff.

FAQ about visits are available at <http://www.janm.org/visit/schools#school-visits-policy>

Thank you again for your help in ensuring a safe and educational visit to the Japanese American National Museum. We look forward to welcoming you soon!

Sincerely,

The JANM Education Department