

Welcome to the  
 Oklahoma State Fair Academy  
School Field Trip Program

**2019  
Teachers  
Guide**

Print this Guide to bring with you.

# ABOUT STATE FAIR ACADEMY

- Each year during the Oklahoma State Fair (OSF), four days are set aside to provide Oklahoma school kids, grades 3 – 5, the opportunity to have a fun and educational experience at the Fair while helping Oklahoma classrooms achieve Oklahoma Academic Standards objectives. Special educational learning centers are created especially for Academy participants, and lesson plans that support the learning centers are provided as well. The self-guided field trips take in several exhibits including:
- Hands-on exhibits and craft projects
- Birthing Center with live baby animals
- Oklahoma Frontier Experience with historical exhibits and demonstrations
- City of AGtropolis with live animals, exhibits and demonstrations
- Horse, cattle and goat shows
- Dog shows, exhibits and demonstrations
- Historical and educational Oklahoma and Fair Exhibits
- Oklahoma Student Art Exhibition
- And more!



## Dates and Times:

- **Dates:**
  - Tuesday, September 17, thru Friday, September 20
- **Times:**
  - Academy runs from 9 a.m. to 2:30 p.m.
  - Arrival times are assigned and vary between 8:30 & 11:30 a.m.
  - Academy officially ends at 2:30 p.m., but please feel free to stay longer to attend other Fair activities.
  - Don't forget to pick up your lunch containers at the end of the day from the lunch storage tent. Any items left will be disposed of that evening.

• **OSF reserves the right to cancel Academy dates and/or times when necessary due to low enrollment.**

## Admission Costs:

### Your State Fair Academy registration includes:

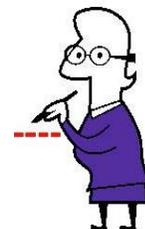
- Outside Gate Admission for:
  - Academy Students
  - One (1) qualified adult chaperone for every four (4) students
  - School bus driver
- Parking Passes for:
  - Busses and three (3) vehicles per bus OR
  - One (1) Vehicle per four (4) Academy students

### Non-registered State Fair Academy attendees:

- Adult Gate Admission: \$12
- Children (ages 6 – 12): Gate Admission: \$6
- Children (ages 5 & under): Gate Admission: FREE
- Daily parking: \$10 in all paved lots (Free parking is still available – see Fair map)
  - Tickets and parking for non-registered State Fair Academy attendees are on sale from July 6 thru September 11 at the Jim Norick Arena Box Office at a discounted price.

## Registration:

- Reserve your space by submitting the **Registration Application** on our website. An email reply is generated when you register that lets you know your registration was received.
- Students may only attend the State Fair Academy once per year.
- Space is limited, and reservations will be filled on a first-come, first-served basis. FOR HOMESCHOOL GROUPS – Homeschools will only be allowed to register their groups for a time slot between 10:30 – 11:30 a.m.



- Once scheduled, groups will receive a **Confirmation Form** and **Bus Funding Application**.
- Deadline for submitting the paperwork is **Thursday, September 5, 2019**
- If you need to cancel your trip, please be sure to let us know immediately at 405-948-6700 so that we can give your space to another group.

## **PLANNING YOUR TRIP**

### **Tickets:**

- All eligible students registered through schools do not need admission passes.
- Qualified adult chaperones of registered Academy groups are admitted *free* with an admission pass that can be found in your packet located at check-in.
  - Qualified adult chaperones includes teachers & parents.
  - One (1) chaperone is allowed for every four (4) students. All teachers are included in this count.
- **Special Academy Admission Pass** – Qualified adult chaperones will receive a special admission pass at check-in to enter the Fair that must be handed to the gate attendant. Good for **one-time** entry with group.
- All **additional chaperones** will be required to purchase a gate admission ticket. These can be purchased at the gate when you arrive.
- Tickets at the gate are \$12 for adults except Tuesday when they are only \$2.
- After verification of eligibility, registered groups will be escorted into the Fair by an Academy Volunteer Greeter for students and OSF staff safety.
- All Academy participants **MUST** be accompanied by a State Fair Academy Volunteer Greeter and must enter the Fair together through Gate 5. (See Academy Map on last page.)

### **Parking:**

- Free parking will be provided for all buses and qualifying cars.
  - For schools bringing busses/vans, three (3) vehicles are allowed per every one (1) bus
  - For schools bringing other vehicles, one (1) vehicle is allowed per every four (4) students
- Special parking permits will be mailed to the Group Leaders of all registered groups prior to their field trip.
- Please distribute the permits to your drivers **BEFORE** you leave on your trip.
- Parking permits must be clearly displayed in the windshield at the time the bus/vehicle enters Gate 5 to be admitted.
- Academy buses and vehicles with special parking permits **MUST** park in the specified parking area designated for State Fair Academy groups. (See Academy Map)
- Your permits will not be accepted at any other gate or parking area.
- Additional vehicles (without special parking permits) have the choice of either paying \$10 to park in the lot adjacent to the school buses or park in one of the free parking areas. (See Academy Map for free lot location.)



### **Clothing:**

- While not required, it is highly recommended that each group wear matching shirts or other means of identification. This is not only helpful for you; it also helps us if we need to find you during your trip.
- While many of the learning centers are indoors, some of the activities are outdoors. Please keep this in mind when dressing for the day.
- Wear comfortable walking shoes and be prepared for inclement weather.



### **Rain Procedures:**

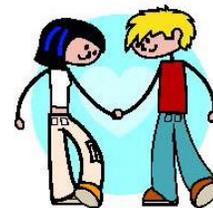
- Academy will take place regardless of rainy weather. Many of the learning centers are indoors.
- If you decide not to attend, please give us a courtesy call to let us know so that we are not standing in the rain waiting for your arrival.



- Should you decide to cancel, the number to call is 405-948-6700; ask to be connected to the Events & Attractions Coordinator.

## Before You Come:

- Review, then print out, the learning center schedule on the website and Academy Map.
- Review your field trip plans and learning objectives with your class and chaperones.
- Select the lesson plan(s) you want to use and prepare the students as instructed.
- Review and coordinate tour and lunch plans, meeting locations, safety instructions etc.
- Schedule which learning centers you will attend. You should be able to attend multiple Academy learning centers.



## “Day of” Preparation for Field Trip:

- Instruct students to find a police officer if they become separated from their group.
- Locate restrooms on the map and become familiar with their locations.
- Assign a chaperone to every four (4) to eight (8) students.
- Make sure each bus driver and each car driver has a special parking permit, directions to State Fair Park and instructions for unloading and parking. Private vehicles receiving permits should have them visible through the front windshield.
- Collect all the lunches/drinks together, put them in coolers or boxes and make sure all containers have been marked with your identification. Assign chaperones to transport coolers to lunch storage tent.

## Arrival and Check-in:

- Make sure your Academy parking permit is clearly visible.
- Follow the Academy signs and proceed to the designated check-in area. (see map)
- An Academy greeter will meet you at your bus. Please have a head count ready.
- If extra persons need gate admission, they will be directed to Gate 5 ticket booths to purchase tickets.
- **Wait to unload the students and lunches off the bus until you are instructed to do so by the volunteer greeter.**
  - If you are arriving by bus, you or your group leader should proceed to the check-in table. (See map).
  - You will receive your special admission passes for your chaperones at the check-in tent once your greeter has your final headcount.
  - While you are checking in, a brief orientation on the bus will be conducted by an “Ag in the Classroom” representative.
  - If your students arrive by private vehicle, you will go directly to the check-in table where a greeter will escort your group to a location for a brief orientation.
- AFTER orientation, collect your personal items, maps and any items you plan to bring with you together and have the entire group disembark and follow the greeter’s instructions.
- Once the entire group is together, and you have given your numbers to the greeter, they will escort your group through the gate and direct you to the Bandshell Lawn and lunch storage tent, no matter if you brought lunches or not.
- All qualifying adult chaperones must have their special admission pass ready to hand to the gate attendant to expedite entry through the gate.
- Special admission passes are only valid when entering with the group.
- Chaperones who arrive late will have to pay to enter.
- Special admission passes may not be used for re-entry to the Fair.



## Lunch:

- You are welcome to bring lunches with you to eat at our Academy Lunch Area.
  - The lunch area is in an area that sits away from Fair exhibits. It is an outdoor, grassy area with picnic tables. Bring blankets to sit on if you like. (Put blanket in bag or container with your name clearly marked and store with lunch supplies.)
- Place your group’s lunches in a cooler, box or other container.
- Label/mark the container so that you can identify it at lunchtime.
- Your chaperones must transport your lunches to the lunch storage tent.
- The lunch storage tent is **UNATTENDED**. Tables will be set up for you to place your lunches at. Please be



aware that others will also be using this area for their lunches as well. Put heavy coolers under the table and boxes/bags on top. Storage space will be available for you lunches until you pick them up. There is no time limit for the lunch storage tent; just do not forget to pick up your items on the way out. **All items left at the end of the day will be discarded.**



### Drinks:

- We highly recommend you bring bottled water for the kids to drink at lunch and/or on the way back home. The kids are usually thirsty – especially if it is hot. All beverages must be Coke products, while water must be Dasani water.
- Any drinks or drink containers must be in coolers or boxes when you arrive.
- As a general rule, Fairgoers may not bring food or drinks in to the Fair with them. Therefore, please be sure that all food and drinks are inside your coolers/boxes.



### Before You Depart:

- Gather all your students and possessions.
- Send someone to the lunch storage tent to retrieve your lunch coolers/boxes.
- Please be sure to watch for moving vehicles on the streets and in the parking lots.
- Make a note to return for 2020 Academy!

## IMPORTANT INFORMATION

### Restrooms:

- Restrooms are located in most of the buildings and barns and can be found on the Academy Map.



### Water Fountains:

- Water fountains are located around State Fair Park in the following locations: Creative Arts Building, Bennett Event Center, Oklahoma Expo Hall/AGropolis Building, Barns 1, 2, 3, & 6 and Bandshell area.
- Most are located near restrooms.



### Questions, Directions and Assistance:

- For help at any time, look for official OSF volunteers wearing official volunteer shirts.
- Stop by any inFAIRmation booth for information as well.

### First Aid:

- The First-Aid station is in the Safety Center on the west end of the Administration Building. The Administration Building is located on General Pershing.



### Lost Child/Person:

- To report or recover a lost child (or adult), check the Lost Person Center in the Safety Center on the west end of the Administration Building.

### Animal Safety:

- With the exception of the Petting Zoo, all animals at the OSF are here for exhibition only.
- Please make sure that students and adults in your group do not stick their hands, face or feet into the animal's stall, cage or space and EVERYONE stays a good distance away from an animal outside of the pen to avoid being kicked or walked on.



### Important Notice:

- There are animal exhibits at the Fair where animal waste may be present on animals and surfaces. Microbes in these wastes can cause diarrhea, cramps, nausea, headaches, or other



symptoms. They may pose special health risks for infants, young children, some of the elderly, and people with compromised immune systems.

- When visiting the animal exhibits, for your and your students' health and safety, **DO NOT** touch animals or pens and **DO NOT** bring or consume food in animal areas.
  - Do not bring children's toys, pacifiers, baby bottles, sippy-cups or stroller in animal areas.
  - Avoid hand to mouth or other contact until hands have been washed with soap and water.
- **Wash your hands before and after leaving all animal exhibits.** Hand washing facilities are available at the Petting Zoo and in all restrooms.

### Learning Center Signage:

- To help find your way to Learning Centers and other Academy Locations,
  - look for the special Academy signage! There will be a "You Are Here" notation and map at each Learning Center sign to aid with your navigation.



### Volunteers:

- Please take the time to thank the Fair volunteers and Ag in the Classroom staff. They take time out of their busy schedules to make your State Fair Academy trip the best it can be.

# 2019 State Fair Academy Map



- A... Oklahoma Contemporary Arts Center
- B... Creative Arts Building
- C... Spirit of Oklahoma Plaza
- D... Oklahoma Frontier Experience
- E... Modern Living Building

- F... City of AGtropolis/Barnyard Birthing Center
- G... Barn 3
- H.. Super Barn
- I... Performance Arena
- J... Barn 8