



ABRAHAM LINCOLN PRESIDENTIAL LIBRARY AND MUSEUM
EDUCATION

Dear Educator:

We look forward to your group's visit to the Abraham Lincoln Presidential Library and Museum. (ALPLM). All school tours of the Museum must be booked through the Springfield Convention and Visitors Bureau (SCVB).

During the months of MARCH, APRIL, and MAY each student will be charged a \$4.00 admission fee. Schools will not receive an invoice. Payment will be due upon arrival. .

All ALPLM policies are outlined in this packet of information. Please review the entire contents of the packet to ensure that your visit is a success. We require 1 chaperone/teacher for every 10 students and will admit those adults at no charge. Refer to our chaperone policy for further information. The Chaperone Policies must be shared with chaperones accompanying your group prior to your tour. Chaperones are responsible for enforcing ALPLM policies regarding student behavior in the Museum. **YOU are responsible for preparing your chaperones.**

Please check the "E-Confirmation" form which was sent to you by the Springfield Convention Bureau (SCVB) to verify that the tour dates and times are correct. Changes in Museum reservations must be made in writing to the Springfield Convention and Visitors Bureau on official school letterhead and signed by the school principal or school tour coordinator. Changes will not be accepted by email, phone, or fax. If you have booked other tours through SCVB for the same date, please adhere to your schedule.

You may find it helpful to tour the Museum on your own before bringing your class. You will find a complimentary educator pass online to be used any time **prior** to your visit. For more information on the Museum and to download this pass, please visit us at www.presidentlincoln.illinois.gov

We hope you enjoy your visit.

Division of Education
Abraham Lincoln Presidential Library and Museum
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