

Field Trips and School Visit Policy

We are so excited to share South Carolina's rich military history with you!

To help you get the most from your experience, please keep the following guidelines in mind:

Confirmation and Cancellation

- All visits reconfirmed at least 3 days prior to your scheduled trip. Please provide two points
- of contact so that we can reach people.
- For the benefit of our staff and volunteers, we require at least 48 hours notice to cancel scheduled field trips and school visits.

Failure to appropriately confirm or cancel your scheduled event may result in the SCMM's inability to fulfill future scheduling requests for your group or organization.

School Visits

General Info

- We ask that you allow one hour for your school visit.
- Your presenter will require access to a computer and projector unless otherwise arranged during scheduling.
- All materials are provided for the activities, however please have pencils available for student use.
- Please sign our media release form.

Field Trips

General Info

- Admission to the museum is free. Field trips include an 1 hour tour and 1 hour lesson.
- Field trips have a minimum of 5 students and a maximum of 30. Please verify the number of participants one week prior to your visit.
- SCMM requires at least one adult chaperone per 10 students.
- We have very limited restroom facilities. Please take that into consideration prior to your arrival.
- All materials are provided by the museum. However, please be prepared to take completed projects back with you.
- Guided tours are dependent upon the availability of our curators and volunteers. Unexpected shortage of staff on the day of your visit may require your tour to be self-guided. We will make every effort to alert you ahead of time about any necessary changes.

Arrival

- Please plan to arrive at least 10 minutes prior to your scheduled visit time to facilitate entrance into the museum.
- You MUST enter the complex from National Guard Rd. Adults should have photo ID ready for Force Protection at the gate.
- Parking is available for busses as well as personal vehicles.
- If your group is running more than 5 minutes late, please call 803-299-4440 to notify staff of your situation. We reserve the right to alter or cancel programs for groups arriving more than 20 minutes late.

During your Visit

- We are a public museum. It is possible that there will be other visitors on-site during your visit. We ask that you and your students are respectful of their experience as well.
- SCMM reserves the right to amend or cancel programs in the case of adverse student behavior.
- Chaperones are expected to escort their groups through the museum at all times, keeping groups together.
- Chaperones should make sure groups meet in the classroom at the designated time.
- Please, no food or drinks are allowed in the museum.
- Please do not climb on, sit on, or move our artifacts.
- Allow time after your visit to look around our gift shop. We ask that chaperones supervise the students.
- Photography IS permitted! Please share on social media and tag us @scmilitarymuseum!
- SCMM Staff and Volunteers are not responsible for any accidental injury or loss during a field trip, but we will make every effort to assist your group.

Still have a question about your scheduled visit?

Please contact Cosette Scott at

Cosette.scott@scmd.sc.gov or by phone at 803-299-2730.

Please direct any day-of communication to our front desk phone at 803-299-4440.