



MOBILE INTERNATIONAL FESTIVAL FIELD TRIP PLANNER



CELEBRATIONS

Come join the celebration as we showcase different celebrations from around the world.

STUDENT DAYS

THURSDAY, NOVEMBER 16, 2017

MIDDLE AND ELEMENTARY SCHOOLS

FRIDAY, NOVEMBER 17, 2017

HIGH SCHOOLS

SATURDAY, November 18- Open to the Public

MOBILE CIVIC CENTER ARENA
AND EXPO HALL



SUBJECT: Mobile International Festival (MIF) Field Trip Planning

Dear Principals and Teachers,

Attached is the Field Trip Planner for Mobile International Festival 2017, students dates are November 16, 17.

Mobile International Festival (MIF) invites you celebrate the cultural diversity found along the Gulf Coast; and what better way to do that than with a festival? Fittingly, this year's theme will be "Celebrations" as we are joining the state of Alabama Bicentennial festivities. Webster's dictionary defines celebrate as "to mark something by festivities or other deviation from routine". Our members have planned unique ways to incorporate our theme into their displays. Along with our cultural exhibits, we have scheduled captivating entertainment throughout the day, as well as an array of mouth-watering cuisines from over 30 food booths.

I look forward to working with you and should you have any questions, please don't hesitate to give me a call at 251-208-1556 or email at mif.education@cityofmobile.org.

Sincerely,

Gabriela K. Chavez
Education Coordinator



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MOBILE INTERNATIONAL 2017 FESTIVAL

STUDENT DAYS GENERAL INFORMATION

DATES: Thursday, November 16, 2017
Middle (grades 6-8) and elementary (grades 3-5) schools

Friday, November 17
High schools (grades 9-12)

THEME: **CELEBRATIONS**

We are joining the Alabama Bicentennial (AL200) celebrations. Mobile International Festival will celebrate the cultural diversity found throughout our “Sweet Home” Alabama and our city of Mobile “Born to Celebrate”.

ADMISSION:

\$10.00 for students, teachers, chaperones and bus drivers. (It includes a \$5.00 admission fee and \$5.00 worth of food tokens).

Additional food tokens sold in \$5.00 increments.

NOTE: Remember to give all participants in your group (including the bus driver) their tickets and Passports prior to arriving at the civic center.

ASSISTANCE IN FUNDING YOUR PARTICIPATION:

Contact your Partners in Education (PIE) for assistance in the purchase of tickets, fees for buses, and/or substitute teachers. For Mobile County Public Schools PIE please go to <http://www.mcpss.com/?DivisionID=2140&DepartmentID=4437>. For those in other school systems private or public, should check with your main school office to determine if you have a similar sponsor program for your school activities.



TIME SCHEDULES

Thursday, November 16:

Middle and Elementary Schools

8:00AM - 11:30AM	Mobile Middle Schools
9:00AM - 2:30PM	Mobile and regional Middle Schools
10:00AM - 1:30PM	All Elementary Schools

Friday, November 17:

High Schools

8:00AM - 11:30AM	Local High Schools
9:00AM - 12:30PM	Local and regional High Schools
10:00AM - 1:30PM	High Schools needing more travel time.

NOTE: The Civic Center is NOT requiring that the MIF clear the building between time periods for both Thursday and Friday. Teachers and chaperones are responsible for arranging a meeting place and time to leave the Civic Center based on your schedule.

REMINDER: Announcements will be made at 11:30AM, 12:30PM and at 1:30PM.



RESERVATIONS REQUIRED PLANNING YOUR RESERVATION

RESERVATIONS REQUIRED:

Use the Time Schedule to plan your field trip, e-mail us at mif.education@cityofmobile.org with approximate numbers as soon as possible.

RESERVATION DEADLINE:

Reservation deadline is Friday, September 29, 2017.

Space is limited for each time session, so it is important to make your reservation as soon as possible, if needed adjustments can be made at the time of payment.

Due to space, only pre-registered group will be admitted. Reservation and payment is required by October 13, 2017.

PAYMENT DEADLINE:

Payment deadline is Friday, October 13, 2017

In the event of non-payment, MIF will give priority to groups on our waiting list.

GROUP STRUCTURE:

There should be ONE adult for every TEN students (Grades 6-12) and ONE adult for every FIVE students (Grades 3-5) attending the festival.

There must also be at least ONE LEAD TEACHER accompanying each school group.

CHAPERONES:

Chaperone makeup (as outlined above – adult numbers) will be strictly enforced! Chaperones may NOT be accompanied by young children or other family members.

ADMISSION for EVERY Teacher, Bus Driver and Chaperone accompanying the group must be purchased as part of the admission packet just like the students in the field trip group.



RESERVATIONS REQUIRED

PLANNING YOUR RESERVATION, (CONT'D)

MIF is not responsible for admission or food for bus drivers. Bus Drivers can not enter without ticket. The tickets must be pre-purchased with students packages.

“WILL CALL” on school days is available ONLY for OUT OF MOBILE COUNTY school groups.

PAYMENTS AND ORDERS:

- a) Please include TICKET ORDER FORM with the payment for the festival.
- b) An “Invoice” is included to send to the your bookkeeper. The Invoice is NOT the Ticket Order Form.
- c) Make checks payable to: Mobile International Festival

Mailing Address: Mobile International Festival
2900 Dauphin St. Mobile, AL 36606

NOTE: Additional Food Tokens can be purchased on-site at the festival at the food token booth. Cash only may be used to make these purchases. NO checks/credit cards. No refunds on Food Tokens.



SCHEDULING TOURS FOR SAME DAY AS FESTIVAL

Schools planning on making same day visits are welcome to do so. To further facilitate this process the following options are available. Please note the guidelines below:

- If a teacher chooses a tour, the teacher must make a reservation and pay with the respective facility's contact person.
- **RESERVATION CONTACTS:** To make reservations and payment arrangements for any of these tours, please contact the appropriate facility directly:
 - The Mobile Museum of Art - <http://www.mobilemuseumofart.com/>
Kim Wood at 251-208-5212 or kwood@cityofmobile.org
 - The Archaeology Museum of University of South Alabama
<http://www.usouthal.edu/archaeology/museum-education.html>
contact: Candice Cravins at 251-460-6106 or ccravins@southalabama.edu
 - The Carnival Museum- <http://www.mobilecarnivalmuseum.com/>
Contact: Judi Gullede at 251-431-9334 or judi@mobilecarnivalmuseum.com

Additional Activity Downtown

The Oyster Trail- <http://www.theoystertrail.com/>

The Oyster Trail is a fun, educational and public art treasure hunt throughout coastal Alabama. Look for the large fiberglass oysters that have been painted, decorated and bedazzled by artists throughout the area and which can be found along the street, within parks, in lobbies, and well...wherever. Each oyster has a fact plaque that includes important information about the oyster's ecological and economic benefit to Mobile Bay. Visitors to the Trail are guided by a Trail Map which provides locations of the oysters.

Remember to complete the scavenger hunt form and return it to win Oyster Trail Prizes!



MOBILE INTERNATIONAL FESTIVAL TICKET ORDER FORM

DEADLINE FOR PAYMENT: FRIDAY, OCTOBER 13, 2017

Please mail or bring BOTH the ORDER AND PAYMENT (payable to Mobile International Festival) to
Mobile International Festival, 2900 Dauphin Street, Mobile, AL 36606

PLEASE COMPLETE ALL SECTIONS FULLY, failure to do so may delay your order. SCHOOL

NAME: _____ SCHOOL PHONE NUMBER: _____

IS YOUR SCHOOL A "TITLE I" SCHOOL? YES _____ NO _____

SCHOOL MAILING/STREET ADDRESS: _____

Teacher's Name: _____ E-mail: _____

Teacher's Cellular No: _____ Grade Level or Subject: _____

Grade Level		Arrival Time	Departure Time	Time Selected
11/16/207 Middle and Elementary Schools	11/17/201 High School	8:00AM	11:30AM	
		9:00AM	12:30PM	
		10:00AM	1:30PM	
		NUMBER OF PERSONS	COST PER PERSON	TOTAL
	Total number of students		\$10.00	
	Total number of teachers		\$10.00	
	Total number of chaperones		\$10.00	
	Total number of bus drivers		\$10.00	
	Additional tokens		\$5.00	
ORDER TOTAL				

COMPLETED FORM MUST BE RETURNED WITH PAYMENT
Only school checks, money orders, cashier checks by mail.



Cash will be accepted in person at the MIF office, do NOT mail cash.
No personal checks will be accepted for payment of orders.
School Purchase Orders Not Accepted



MOBILE INTERNATIONAL FESTIVAL
 2900 DAUPHIN STREET
 MOBILE, AL 36606
www.mobileinternationalfestival.org
 (251) 208-1556

INVOICE

Please complete the following and submit to your business office for payment. This is not a ticket order form; use your ticket order form numbers and totals to complete this form.

DATE: _____

PAY TO: Mobile International Festival
 2900 Dauphin St.
 Mobile, AL 36606

Please make payment in the amount indicated below to the Mobile International Festival for reservations for MIF field trip date: _____ November 16 (middle/elementary) OR _____ November 17 (high school).

School Name: _____

School Address: _____

Teacher's Name: _____

Grade Level: _____

Reservations will NOT be confirmed until payment is received. Payment deadline is October 13, 2017.

	Number Requested	Cost Per Pack	Total
Total Number of Admission Packs		\$10.00	
Total Number of Additional Token Packs		\$5.00	
		Total Amount Due	

For any further information on the reservation or payment please contact:

Gabriela K. Chavez mif.education@cityofmobile.org

Education Coordinator Phone: 251- 208 - 1556

Mobile International Festival

NOTE TO TEACHERS: PLEASE FILL OUT AS REQUIRED BY YOUR BUSINESS OFFICE.
 (Do not use this form for ticket orders.)



Mobile International Festival School Day Rules and Guidelines

1. All students must wear one of the following forms of IDENTIFICATION: School Uniforms, T-Shirts with School Name or Name Tags
2. ARRIVAL/UNLOADING/ENTRANCE: Busses will arrive at and groups will enter at the front entrance of the Mobile Civic Center on Civic Center Dr. After unloading, buses will park in the rear of the Mobile Civic Center.
3. DEPARTURE/BUS PARKING: Buses will park in the rear of the MCC. Students and teachers will EXIT out of the REAR of the Civic Center into the parking lot to return to school or to go on to another activity/tour. Due to the continuous arrival of other groups NO one will be allowed to exit the front of the Civic Center except in case of emergencies.
4. Exit Mobile Civic Center by the southeast and/or then southwest doors which are opposite the entrance and at the back of the Civic Center main hall and Expo hall stages.
5. Do not have your students meet in front lobby prior to departure.
6. **DEPARTURE NOTE: This year we have permission to allow groups to stagger their arrivals and departures. As noted in the published schedule recommended departure times are listed and announcements will be made regarding departure times. NOTE: MIF is not required to clear the building this year for student groups therefore LEAD TEACHERS in each group must pay attention to YOUR GROUP schedule and departure time. MAKE SURE ALL STUDENTS AND CHAPERONES HAVE INSTRUCTIONS FOR DEPARTURE TIME.**
7. Lost Student Procedure – When planning your field trip be sure to include a lost student protocol, tell your students what to do if they get lost (go to a security guard or to the festival office at the front of the Civic Center, do NOT leave the building). As you return to your buses and notice that you have a “lost “student, go to the nearest exit and ask SMG attendant to page Virginia Jackson. We will then search for the student and have him or her sent to your exit. Do NOT have your groups spread out looking for your missing student. In the event you depart and realize there is a missing student come to the main entrance and advise the security guards of your situation as it is likely that students will have been “found” by MIF or Civic Center staff and are waiting in the festival office for you. Students will NOT be allowed to depart the Civic Center with anyone other than the lead teacher, chaperone or parent (who must show proper photo ID).
8. Admission on Student Days is by paid reservation only! No tickets may be purchase at the Civic Center on the school days. All schools located in Mobile County must pick up their school packets BEFORE the student days, there is no “will call” for schools located in Mobile County.



YOUR PASSPORT TO ADVENTURE

9. OUT of TOWN (non Mobile County) Schools with “will call” tickets will be able to pick-up on Student Days at the Civic Center. We recommend picking up your packets prior to arrival as there may be a delay in your admission due to the congestion of arriving school groups, etc.
10. Teachers, bus drivers and chaperones attending must have an admission packet just like the students in all groups. No exceptions.

Mobile International Festival School Day Rules and Guidelines (Continued)

11. Students MUST remain inside the Civic Center until their designated departure with the group.
12. Make sure students have additional money to be able to make purchases; additional food tokens will be available for purchase on student days at the food token both.
13. FOOD TOKENS may NOT be used to make purchases at the cultural booths, only the FOOD booths will take these food tokens. Cultural booths accepting food tokens will be penalized if they take such tokens as payment. FOOD TOKENS are not refundable.
14. NO OUTSIDE FOOD or BAG LUNCHES! The purpose of MIF is to introduce students to cultures and foods from different countries. Menus at each both will list foods items and the number of tokens that must be used to pay for the food items.
15. FOOD ALLERGIES: Every effort will be made to list ingredients related to food allergies, if you have a student or adult with food allergies make sure you specifically ask first before purchasing foods. Always ASK even if there is a sign! Many countries use nuts, etc. in their food items. ASK, ASK!
16. High School students that travel in private cars must have their prepaid ticket to enter the MCC.
17. Teachers and chaperones are responsible for the students adhering to their school system’s “Student Code of Conduct” while in the MCC.
18. Students who are NOT part of a school group or who arrive unescorted will not be admitted to the student days.



YOUR PASSPORT TO ADVENTURE

19. For security reasons, MIF does not allow anyone who is not specifically associated with your school group into the festival on student days. This includes parents, grandparents or other family members (who are not teachers or designated chaperones with the group).
20. Location for “Lost & Found” is the Information Booth located in the front lobby. For lost articles during the festival, contact Virginia Jackson (MCC) 251-208-2150 or Gabriela Chavez at 251-208-1556 within one month.
21. Absolutely, **NO CHILDREN UNDER THE AGE OF SIX (6)** will be allowed on Student Days for safety reasons. Teachers, please advise your students and parents/chaperones. Make sure **ALL** your Chaperones know this.
22. We ask that there be no strollers or backpacks in the MCC .
23. By order of the Civic Center no weapons are allowed into the building on student days, see Civic Center guards if anyone has questions about this policy. Security is provided by the Mobile Police Department, Civic Center security and Coast Guard volunteers. All safety and security concerns must be reported to the Civic Center and MIF staff.
24. No Smoking, drugs, or alcohol is allowed on the Civic Center property at any time during the student days.

CHAPERONE RULES AND GUIDELINES

Teachers: Please HAND a copy of this page and ALL the MIF rules to each Chaperone.

1. There must be a one LEAD teacher for each group. All chaperones must follow the instructions of this lead teacher.
2. Chaperones are required for each group so that they may ensure that all students behave appropriately and follow the student conduct codes as well as MIF rules.
3. Chaperones may not bring underage children or children who are not part of the class group attending the student day.
4. Chaperones may not bring “friends” with them or have “friends” meet them on the student days
5. Chaperones must know the arrival and DEPARTURE times and plans. See the general MIF rules regarding departure; do not meet your group at the front entrance of the Civic Center for DEPARTURE. All departures take place at the rear of the Civic Center.



6. Chaperones must have an admission ticket purchased through the group reservation, no chaperones will be admitted without a ticket, no tickets are sold at the Civic Center on student days.
7. Chaperones must be familiar with the lost student procedure (see lead teacher and MIF rules for instructions).
8. Each chaperone is assigned to a specific number of students. You are responsible for these students during the entire stay at the MIF and any other joint tours if applicable. Student behavior is your responsibility.
9. Make sure you know if any students in your group have a food allergy or other.
10. No Smoking, drugs, alcohol or weapons are allowed on the Civic Center property at any time during the student days.
11. Absolutely, NO CHILDREN UNDER THE AGE OF SIX (6) will be allowed on Student Days for safety reasons. Teachers, please advise your students and parents/chaperones. Make sure ALL your Chaperones know this.
12. We ask that there be no strollers or backpacks in the MCC .

Mobile International Festival Parent/Guardian Information

(Teachers: Please print and send to parents when you are planning your field trip).

The Mobile International Festival is held each year as a non-profit (501C3) educational and cultural event for schools and families to enrich the education process. The goals of the festival are to:

- A. Provide a strong active learning environment for schools and teachers to use as a field trip activity that enhances and adds to their classroom work. This learning environment includes opportunities to integrate a wide range of academic activities from geography and history to language and the sciences.
- B. Provide a broad multicultural view of the heritage of Mobile, Alabama and the United States. With over 70 cultural booths and 30 food booths, each representing a country or region of the world, students will get to meet the many different Mobile residents whose heritage is tied to these areas of the world.



- C. Provide students and school groups with an active environment that includes hands on art and educational activities (scavenger hunt, worksheets, etc.) as well as a series of stage areas where they can hear and participate in dance, music and activities such as storytelling.

The festival is sponsored each year by the City and County of Mobile as well as many sponsors (<http://www.mobileinternationalfestival.org/sponsors.html>) that help keep the costs to the schools reasonable and with access to more educational activities than is available anywhere else. MIF admission for school groups on student days is \$10 (\$5.00 ticket plus a \$5.00 food token packet). Schools can also elect to ADD an additional \$5.00 food token packet onto this cost as well so students do not have to carry as much money with them on the day of the event. Food tokens CANNOT be used for cultural booth purchases. Food prices range from as little as two tokens to four or five tokens (each food token packet has ten tokens in a bundle). Additional tokens can be purchased on the day of the event. The value of each token is \$.50.

Schools typically must add to this cost expenses for buses, drivers, and any other activities to be included in the field trip thus the total field trip cost may be higher yet very reasonable. Parents with questions about the field trip should speak with the teachers and schools organizing the event. Questions about the Mobile International Festival may also be sent to Gabriela K. Chavez, MIF Education Coordinator mif.education@cityofmobile.org Phone: 251- 208 – 1556

Middle/Elementary Day 11/16/17 and High School Day 11/17/2017 (reservations only)
FAMILY DAY for the festival is SATURDAY November 18, 2017 (open admission)



Facebook -

<https://www.facebook.com/mobileinternationalfestival>



Twitter -

<https://twitter.com/mobintlifest> or
@mobintlifest



Instagram -

<https://instagram.com/mobintlifest/> or
@mobintlifest



YouTube -

https://www.youtube.com/channel/UCeqInvFC_E4_Liozf8s2Yk_Q

MIF SUPPORTERS



ART WORKS.
arts.gov



UNIVERSITY OF
SOUTH ALABAMA



KRISTA BURROUGHS





EQUAL HOUSING LENDER MEMBER FDIC

LARKINS CHARITABLE FOUNDATION





Sybil Smith Charitable Foundation



Thanks to all of our Sponsors!!!

For a complete and updates of the sponsor list go to:
<http://www.mobileinternationalfestival.org/sponsors.html>

Need help planning your field trip? Do you need additional materials?
Contact us at:

Gabriel K. Chavez MIF Education Coordinator mif.education@cityofmobile.org or
call 251- 208 – 1556