



Smithsonian  
*Donald W. Reynolds Center for  
American Art and Portraiture*  
*National Portrait Gallery*

## Girl Scout Program Offerings

The National Portrait Gallery offers exciting interactive programs that allow Brownie Girl Scouts, Junior Girl Scouts, and Cadette Girl Scouts to have educational and culturally enriching museum experiences while earning points toward a Brownie Try-It, Junior Girl Scout badge, and Cadette Girl Scout interest project. Programs are offered during the academic year (October to May) on select Saturday mornings. Programs are approximately ninety minutes in length and include:

- An interactive tour in the Portrait Gallery showcasing women who have made a significant contribution to American history and culture, including the portrait of Juliette Gordon Low, founder of the Girl Scouts of the USA
- A hands-on activity in the Education Center

All programs are free of charge. In return, we ask that Girl Scout troop leaders adhere to our **10 Girl Scout minimum** when booking a program—no exceptions.

NOTE: We are offering a limited number of programs for the 2011–12 academic year; one program per troop per academic year—no exceptions. Available Saturday program dates are included in this registration packet.

## Program Descriptions

### Brownie Girl Scout Program

**Her Story** (Program fulfills three requirements from the Brownie Girl Scout Try-It Handbook:

1. A Girl Scout's Story; 4. A Ceremony to Honor Women; 6. Your Story.)

Throughout history, women have fought for equality, for the right to vote, and for self-reliance. During this program, Brownie Girl Scouts will learn about historical issues that were important to women.

They will also be introduced to women who rose above their peers to seek justice and equality for women of all races and backgrounds. Following the tour, Brownie Girl Scouts will participate in hands-on activities in the Education Center that complement the tour and fulfill Try-It requirements.

**Highlighted Sitters:** Susan B. Anthony, Juliette Gordon Low, and Elizabeth Cady Stanton

### Junior Girl Scout Program

**It's Important to Me** (Program fulfills three requirements from the Junior Girl Scout Badge Book:

1. The Girl Scout Law in Action; 7. Other People's Values; 9. Women of Courage)

Acts of courage and determination can be seen throughout history. This program highlights courageous women who were determined to leave a positive mark on the national narrative of our country. It also provides Junior Girl Scouts with a basic understanding of different traditions and values from around the globe, and encourages them to follow the Girl Scout Law in their daily lives.

**Highlighted Sitters:** Juliette Gordon Low, Rosa Parks, Pocahontas, Elizabeth Cady Stanton, Harriet Beecher Stowe, Sojourner Truth, Harriet Tubman, and Phillis Wheatley



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### Cadette Girl Scout Program

**Women Through Time** (Program fulfills four requirements toward this interest project award from the Interest Projects for Girls book: Skill Builders—4 & 6; Technology—4; Career Exploration—4) Have you ever wished you lived long ago? This program takes participants back in time to discuss and learn about important historical women in our collection and the skills they would have needed to master in order to survive. Following a tour of the galleries, participants will discuss a skill from the colonial period and participate in a hands-on adaptation of this skill with a modern twist.

**Highlighted Sitters:** Susan B. Anthony, Juliette Gordon Low, Elizabeth Cady Stanton, Harriet Beecher Stowe, Sojourner Truth, and Harriet Tubman

### General Guidelines for Girl Scout Programs

- National Portrait Gallery Girl Scout programs are offered from October to May on Saturdays at 10:30 a.m. See available dates on registration sheet.
- Programs are booked on a first come, first served basis.
- Each program is approximately ninety minutes in length.
- Program registration opens in mid-August and will be closed once all of the dates and time slots are filled.
- The *minimum* required number of Girl Scouts to book a program is ten (10)—no exceptions. In order to meet this requirement, we suggest that leaders of troops with ten Girl Scouts or less contact their local Girl Scout Service Unit and partner with another troop in order to meet the minimum requirement and then place their registration. Your program will be cancelled if the minimum is not met.
- The *maximum* number of Girl Scouts that we can accommodate in a single program is twenty-five (25).
- If your group is more than twenty minutes late, the National Portrait Gallery has the right to cancel or alter the scheduled program.
- Each program has a predesignated list of portraits the Girl Scouts will see. Please see the Girl Scout Program descriptions above.



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## **Making a Reservation for a Girl Scout Program**

The National Portrait Gallery begins taking reservations for Girl Scout programs each year in mid-August for the upcoming academic year. Please be advised that submitting a registration form is only a request for a program. A written confirmation (via e-mail) from the National Portrait Gallery constitutes a booking guarantee.

1. Select your program. Use the program descriptions found in this registration packet or on the National Portrait Gallery Web site.
2. Complete the registration form.
3. E-mail ([provostg@si.edu](mailto:provostg@si.edu)) or fax (202-633-8521) your completed form for the upcoming academic year.
4. Look for confirmation from the National Portrait Gallery. You will receive an e-mail confirmation within two weeks of receiving your request.

### **Cancellations**

If you need to cancel or reschedule a Girl Scout program, please e-mail the Youth and Family Program Coordinator at [provostg@si.edu](mailto:provostg@si.edu) at least one week prior to the scheduled program. Please be aware that if you need to reschedule a program, we may not be able to accommodate the request because our schedule fills up quickly.

## **Planning Your Visit**

To enhance your troop's visit to the National Portrait Gallery, please observe the following guidelines. They are designed to ensure the safety of our collections and the enjoyment of the museum by all visitors. Troop leaders and chaperones must review the following Gallery Guidelines with their Girl Scouts before a museum visit:

### **Gallery Guidelines**

- Please help us protect our artworks by not smoking, eating, chewing gum, or drinking in the galleries.
- Please do not touch art objects, including frames, pedestals, and furniture. Invisible oils on our skin can damage works of art.
- Please remain at least three feet away from all artwork and walls. Do not lean against or place personal belongings on display cases or pedestals.
- The use of cell phones, handheld computers, headphones, MP3 players, radios, and electronic games is prohibited during an educator-led program.
- Pens and markers are not allowed. Only pencils are allowed for note-taking or writing exercises. Clipboards will be provided if necessary. Do not lean clipboards on walls, pedestals, or glass cases.
- Girl Scouts and their chaperones must stay together within their assigned groups at all times, and must walk—not run—between galleries.



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### **Chaperones**

Student groups must be chaperoned at all times. Required ratio:

Grades 1–3: one adult per five (5) Girl Scouts.

Grades 4–6: one adult per ten (10) Girl Scouts.

Grades 7–12: one adult per fifteen (15) Girl Scouts.

*Please see Girl Scout Program Chaperone Information Sheet for more information. Girl Scout Program Chaperone Sheet MUST be received with program registration request or at least one week prior to scheduled program.*

### **Questions?**

For questions about Girl Scout program registration, please call or e-mail the Youth and Family Program Coordinator at 202-633-8501 or [provostg@si.edu](mailto:provostg@si.edu).



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## General Information

### Location

8th and F Streets, NW

**Please use the group entrance at 8th and G  
Streets, NW**

Washington, DC

(202) 633-8300

### Regular Museum Hours

11:30 a.m.–7:00 p.m. daily

Closed December 25

### Getting Here

The National Portrait Gallery is conveniently located five blocks from the National Mall and across the street from the Verizon Center in the Penn Quarter area of DC.

The National Portrait Gallery is above the Gallery Place/Chinatown Metrorail station (red, yellow, and green lines).

The National Portrait Gallery is unable to provide bus or public parking. There are, however, two small limited-space parking lots. One is entered via New York Avenue, NW City Center Parking (9th and I Streets, NW; enter from southbound 9th Street, NW, south of New York Avenue, NW). This is the site of the old Convention Center. There is also metered on-street parking near the museum.

### Accessibility

Please identify any special needs of your Girl Scouts, whether physical or academic, when scheduling your visit. Barrier-free access is available at the G Street entrance. All areas of the museum are served by elevators. Wheelchairs are available.

### Coats and Large Bags

Girl Scout groups are encouraged to leave large bags or backpacks at home if possible. If large bags or backpacks are brought into the museum, they should be stowed in lockers just inside the museum's G Street entrance. The lockers are free and use a PIN number of your choosing. The museum will provide coat bins for Girl Scout groups at the G Street entrance during inclement weather.

### Photography

Handheld photography and video for personal use is permitted in the permanent collection galleries, but NOT in special exhibitions. No tripods are allowed.



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## 2011–12 Girl Scout Program Registration Form

Contact Name:

Date:

Troop Number(s):

Address:

City, State, Zip Code:

Home Phone:

Mobile Phone (required):

Fax:

E-mail:

Grades:

Number of Girl Scouts: \_\_\_\_\_

(Minimum requirement of 10 Girl Scouts—no exceptions.)

Number of Chaperones: \_\_\_\_\_

Please fill out the Chaperone Information Sheet with this request (or at least one week prior to visit) and fax to 202-633-8521 or e-mail to [provostg@si.edu](mailto:provostg@si.edu). NOTE: Your program registration form is not complete until you submit the chaperone form.

**Does anyone in your group require special needs? If so, please explain below:**

### Programs Offered

I would like to register my troop for the following program (Choose ONE Program/Level):

**Brownie:** Her Story     **Junior:** It's Important to Me     **Cadette:** Women through Time

### Scheduling

Please select at least three dates below, showing your first, second, and third choice of dates. Programs are offered October–May, on the following Saturdays at 10:30 a.m.:

___ October 1, 2011	___ January 7, 2012	___ April 14, 2012
___ October 15, 2011	___ January 21, 2012	___ April 28, 2012
___ November 5, 2011	___ February 11, 2012	___ May 5, 2012
___ November 12, 2011	___ February 25, 2012	___ May 19, 2012
___ December 3, 2011	___ March 3, 2012	
___ December 17, 2011	___ March 24, 2012	

**By submitting this form, I agree to all of the guidelines set forth in this document for Girl Scout programs at the National Portrait Gallery.**

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## Girl Scout Program Chaperone Information Sheet

Dear Girl Scout Troop Leader:

Adult chaperones are required for all Girl Scout Programs at the National Portrait Gallery, in the following ratios:

- Grades 1–3: one adult per five (5) Girl Scouts
- Grades 4–6: one adult per ten (10) Girl Scouts
- Grades 7–12: one adult per fifteen (15) Girl Scouts

Please fill in the chaperone information below and forward it to the Youth and Family Program Coordinator via e-mail ([provostg@si.edu](mailto:provostg@si.edu)) or fax (202-633-8521). If you are unable to fill out this information when you are submitting the Program Registration form, please note that the Chaperone Information Sheet must be received at least one week before your scheduled program date.

Chaperone Name	E-mail Address	# of assigned Girl Scouts

Failure to provide an adequate number of chaperones for your group may result in the cancellation of your tour.

E-mail Address of Troop Leaders and Chaperones are added to our Family Program email list. Please check here [] if you would prefer NOT to receive e-mail updates on our upcoming programs.

Troop leaders and chaperones are responsible for their Girl Scouts' behavior while at the museum. Chaperones must review the attached Gallery Guidelines with Girl Scouts before their museum visit. **Please be advised that troop leaders, chaperones, and Girl Scouts are all bound by the same guidelines.**



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