A Fieldtrip Handbook for Mattoon Community Unit School District, Number Two

Thomas W. David

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Date  Author

May 21, 1980
A FIELDTRIP HANDBOOK FOR MATTOON COMMUNITY
UNIT SCHOOL DISTRICT, NUMBER TWO

BY
Thomas W. David

FIELD EXPERIENCE
SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
Specialist Degree in Educational Administration
IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1980

YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE
A FIELDTRIP HANDBOOK FOR MATTOON COMMUNITY
UNIT SCHOOL DISTRICT
NUMBER TWO

by
Thomas W. David

Abstract of a
Field Experience for the
Specialist Degree in Educational Administration
1979 - 1980

393076
Classroom teachers have traditionally used fieldtrips to supplement their curriculum and to enrich learning. To assist teachers of Community Unit School District Number Two to plan and to prepare for fieldtrips, a fieldtrip handbook was selected as the field experience for a Specialist Degree in Educational Administration. A report of the field experience and the handbook as appendix A combine to give the reader an in-depth understanding of the experience. The report was organized along the following lines: Introduction, Log of Activities, Selected Activity Analyses, and Summary. In the report the purposes and techniques in developing a fieldtrip handbook are discussed, problem areas are defined and analysed, and recommendations are offered to those about to undertake similar projects. The fieldtrip handbook, sample resource pages, a fieldtrip questionnaire, and a cover letter for the questionnaire are included in the appendices of the report. The fieldtrip handbook contains a table of contents, narrative sections dealing with associated topics (administrative policy and procedures, supervision, bus requests, parental permission, geographic and time limitations, follow-up activities...), an alphabetical and subject index, and listings of 72 fieldtrip sites. The fieldtrip listings were placed on resource pages (appendix C) and contained the following information: general classification of the business, person to contact, the position or title of the contact person, approximate grade level that would benefit most from the experience, limitations of the size of the group, time of year, day of week, time of day, and duration and frequency of the visit.
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SECTION I - INTRODUCTION

Classroom teachers have customarily used field trips as a means of giving relevancy to what has been studied or discussed, of broadening units of study, of providing accurate first-hand information, and of developing career awareness. Field trips can be either a valid educational tool or a wasted opportunity. To assist teachers in providing appropriate educational experiences outside of the classroom, my field experience consisted of the development of a Field Trip Handbook for Mattoon Community Unit School District Number Two, Mattoon, Illinois.

Like many other candidates working toward a Specialist Degree in Educational Administration when faced with the Field Experience requirement, I procrastinated. I planned to begin immediately but experienced difficulty in deciding on an acceptable topic. This difficulty was compounded by a desire that two of the predominant characteristics of a field experience be that it be useful and that it be relatively easy to complete. I soon realized that experiences which require minimum effort commonly are of dubious benefit. A year elapsed during which I made little significant movement toward my objective. I was preoccupied with other activities, most of which legitimately required my attention. It was becoming increasingly clear that the Field Experience would
require determination and additional effort. Visits were made to Eastern Illinois University's Booth Library to review reports written by students who had completed their Field Experience. This experience did not provide me with a specific idea but did suggest areas for further study. I began to solicit ideas from teachers, counselors, and building administrators. The question I most frequently asked them was, "Is there something—a project, an activity, a service—that needs to be done or that would be of value to the school district which would also fulfill my degree requirements?"

Miss Eva Honn, principal of Franklin Elementary School, Community Unit School District Number Two, Mattoon, Illinois, contributed the idea for a Field Experience. She produced a field trip handbook which had been prepared a decade ago by a teacher at Washington Elementary School for the Mattoon School System, however, it was out-of-date. This handbook contained a listing of approximately twenty field trip resources and segments pertaining to bus requests, parental permission, and adult supervision. A table of contents, an alphabetical and a subject index, and a bibliography were also included. Many of the local business and industrial firms that were listed as field trip resources were no longer present in the community, were under new management, or had adopted unfavorable attitudes and/or policies concerning tours of their establishments. Since the publication of the handbook, new businesses and industries had located in the community and surrounding area. The field trip handbook,
developed from this field experience is included as Appendix A.
SECTION II - LOG OF ACTIVITIES

To firmly establish the need for an improved up-to-date field trip handbook, I informally surveyed teachers and administrators to determine if they desired such a handbook and to what extent they would use it. Teachers readily expressed a desire for a field trip handbook. They perceived a field trip handbook as a field trip directory and as a guide in the planning and preparation of a field trip. In considering the possibility of a field trip, teachers must ask themselves questions concerning appropriateness, educational relevancy, time and distance limitations, and administrative procedures. Discussions with teachers further reinforced the need by illuminating discrepancies (in administrative procedures) concerning field trips among the various attendance centers. There was an obvious need for uniform district-wide field trip guidelines. Building principals generally echoed the sentiments expressed by teachers. The district superintendent, Roy Sheppard, endorsed the idea of redoing the handbook, but deferred official approval until a final draft was presented. Subsequently, telephone contact was made to my Eastern Illinois University advisors, Dr. Gerhard Matzner and Dr. Donald Smitley, to make an appointment during which we could discuss my proposed Field Experience. They requested that I prepare a brief one to two page paper in
which I described my field trip handbook. I complied with this request, met with them, and obtained approval to pursue my stated objectives.

For a second time I met with the district superintendent in which I made a futile attempt to acquire financial support for this project. I felt that because the district would benefit from this project, the district should be willing to either print the field trip handbook in the High School Vocational Graphic Arts Department or to share in the expense of having it printed elsewhere. The request was denied. The reasons for denying the request were that the district was anticipating a financial crisis in which drastic cutbacks in personnel and in the school budget were feared; past practice had been not to financially support educationally oriented projects whose primary purposes were to fulfill degree requirements; and the district would likely enjoy the benefits of this and similar projects with little or no investment of time, effort, or money from the school district. I considered this a minor setback and continued undiscouraged.

At this point in time, I perceived my Field Experience to consist of three phases—research and planning, organization and development, and production and final report. The research step of my project was initiated by reviewing the out-of-date field trip handbook mentioned earlier, and by carefully analyzing its strong and weak features. This evaluation raised many questions. Was it comprehensive enough? To what extent was it used by teachers and administrators? What
This analysis left the answers to many of these questions in doubt. To resolve these uncertainties, and to determine the form and content of a new handbook that would serve the needs of the district, teachers and administrators were questioned again. The consensus of opinion indicated that the present handbook was beneficial as a field trip directory for elementary teachers only, that it was noticeably deficient in its coverage of district administrative policies governing field trips, that it was inadequate as a procedural guide for the planning of field trips, and that it failed to suggest preparatory recommendations or follow-up activities.
SECTION III - SELECTED ACTIVITY ANALYSES

During the planning step of my Field Experience, I made several decisions. A field trip handbook should contain a statement of philosophy or guiding principles. It should embody a statement of board policy and/or administrative policy applying to field trips. It should include practical tips for classroom teachers planning field trips. These ideas and others were written on 3x5 index cards thereby facilitating the organization of the handbook. These early decisions inevitably led to a review of current as well as obsolete school policy handbooks, a study of board policy relating to field trips, and an analysis of handbooks of organizations that were principally non-educational but whose members frequently participated in field trips. The Girl Scouts of the United States is a non-educational organization, and a Girl Scout Leader's handbook, Safety-Wise, contained an excellent section dealing with field trips. This part of my field experience was accompanied by supplemental readings. I devoted several evenings to the use of the magazine and periodical section of Eastern Illinois University's Booth Library. I hoped to learn from others of the positive and negative aspects of field trips.

During the research and planning phase, I experienced an increased awareness of the benefits derived from the field
trip. I also became cognizant of the need for general administrative policies, specific procedures covering bus requests and parent permits, and practical guidelines to aid the classroom teacher in field trip preparation and follow-up.

The second phase of my field experience--organization and development--was begun by preparing an outline of a new handbook. The process of making this outline was the crux of the organization step. This outline developed into a table of contents. During this stage, questions began to emerge that previously had not been considered--"What should be presented first? Should I or someone else write a foreword? Should the foreword precede or come after the table of contents? Was there a logical sequence to the parts of the handbook? Should the narration be organized by subject area for easy identification and reference or written in continuous form for the sake of the integration of ideas and overall harmony? Would color-coded pages be helpful? Would alphabetical and/or subject indexes in addition to a table of contents be worthwhile?

In solving many of the problems resulting from these questions, I realized that I had created the form of the handbook and was entering the developmental state of its production. In this stage I began to develop what I felt was the "meat" of the handbook--field trip resources. I began this process by making a list of potential sites for field trips. A list of names and addresses was made by perusing the Yellow Pages of the local telephone directory.
I believed it would list most of the locations of interest to school groups. Next I created the format for the resource page (Appendix B). The resource page provided information regarding field trips in a simple to understand and easy-to-read form. The resource page was originally organized in five parts but was later narrowed to three (Appendix C, pages 1-80). As a means of communicating with field trip prospects, a questionnaire was developed that consisted of questions that elicited specific information, and which gave recipients an opportunity to elaborate and to make comments. The questionnaire (Appendix D) and a cover letter (Appendix E) were submitted to my Eastern Illinois University advisors for approval and recommendation. The questionnaire and cover letter were approved with a few minor changes after which they and a stamped, return addressed envelope were mailed to 158 potential resources. At approximately the same time, I sent a copy of the narrative portion of the handbook to the district superintendent and to building administrators to accord them an opportunity for input. Later I interviewed the superintendent and building administrators to obtain their feedback. Their comments and suggestions for improvement were helpful. Especially helpful was their observation that practice was not always accurately reflected in written policy. With their help I revised the parts of the handbook that dealt with bus requests and parent permits.

Completed questionnaires began returning within a week. As the questionnaires were received, the respondents who were
agreeable to hosting a field trip were identified on the alphabetical listing of resources with a "plus" sign; similarly, the respondents who, for whatever reason, were unable to host a field trip were identified on the alphabetical listing of resources with a "minus" sign. Ninety-one questionnaires were returned. Fifty-seven of the questionnaires were found to be favorable, and thirty-four were found to be unfavorable. Of the resources who did not respond, twenty-one were selected for follow-up telephone contact. The follow-up telephone calls produced fifteen favorable responses, four unfavorable responses, and two undecided responses.

Having completed the follow-up activity, I felt that I had entered the final phase of my field experience—production and final report. Information received in the questionnaires was transferred to the resource page of the field trip handbook. The field trip resources were classified by subject and alphabetized. An alphabetical and subject index were added at the end of the handbook to facilitate its use.

For page identification the narrative part of the handbook was lettered alphabetically and the rest, beginning with the resource pages, was numbered. Several blank resource pages were included as a part of the handbook so that new resources could be made a part of the handbook without making major alterations. A cover for the handbook was prepared, and a brief report was written in which I described my field experience. A final draft of the field trip handbook, and the
report of the experience was given to the Audio-Visual Services Department of Lake Land Community College for printing. The handbook was printed, collated, and bound in just a few hours. Three copies of the completed handbook were given to my Eastern Illinois University advisors. They found a few errors, recommended some minor changes, and suggested another format for the final report. Complying with their recommendations meant taking the handbook apart, making the suggested changes, and putting the handbook back together again. Obviously, a final draft of the handbook should have been given to them before it was printed. In my rush to complete the handbook, this important step was overlooked.

Having made these changes, a field trip resource handbook for the Mattoon school system was completed. Printing costs limited the number of handbooks that I could make available to the district; therefore, two copies were given to each building administrator in the district. Classroom teachers were then notified by their building principal that this handbook was available for their use.
SECTION IV - SUMMARY

Upon completing the field experience for the Specialist Degree in Educational Administration, I felt compelled to reflect on some of the decisions that I had made. My decision to use the Yellow Pages of the local telephone directory as a means of accumulating a list of resources was a sound decision. Few resources were added to this list that were not found there. The Yellow Pages had the additional advantage of being organized both alphabetically and by subject. The repetition of listings under more than one subject heading did not pose as a significant problem.

Potential field trips not found in the Yellow Pages included visits to farms, dairies, residences of artists and craftsmen, and geographic locations such as farm ponds, drainage ditches, wooded areas, and construction sites. The city directory might also have been used to acquire a list of possible field trip sites.

My decision to use a questionnaire as a means of surveying potential field trip hosts achieved the desired result; however, follow-up telephone contact to select establishments was more successful. Letters to potential field trip sites followed by a personal contact would have produced more positive responses than a questionnaire alone. The questionnaire required a written response which meant that
time had to be allocated for this purpose. The questionnaire necessitated that the respondent possess more sophisticated communicative skills than would be required of verbal responses, and was impersonal and easily misplaced, overlooked, or discarded. Unlike a questionnaire, a personal contact actuates an immediate response and is individualized, thereby, allowing the administrator of the survey the flexibility of tailoring questions to the person being surveyed.

Revisions of handbooks of this nature should be made on a regular basis, or the handbooks become useless because the information contained therein cannot be relied on to be accurate and up-to-date. Revisions should be made every other year. Making these revisions gives the school district an excellent opportunity to communicate with members of the community and surrounding areas and can be a means of creating a positive school image. Determining the necessary revisions might best be achieved by surveying the resources listed in the field trip handbook through the use of a questionnaire or by a telephone call. Worthwhile information gathered in this way might include the number of visits made to a particular field trip site or problems encountered with school groups—behavioral problems, problems with a lack of supervision, violations of health or safety regulations, and other source of anxiety.

The field trip has traditionally been an enrichment activity, an expansion of units of study, and an extension of the classroom to encompass experiences of a broader
society. Teachers have used the field trip to complement and reinforce teaching. The benefits that children gain from field trips are varied and plentiful. It is with these convictions that the "Field Trip Handbook" for Mattoon Community Unit School District Number Two was prepared.
RESOURCE

CLASSIFICATION:

Name of business: 
Address: 
Business phone: 
Person to contact: 
Position: 

  Group size: 
  Grade level: 
  Adult chaperones: 
  Time of year: 
  Day of week: 
  Time of day: 
  Length of visit: 
  Frequency of visit: 

Preparation: 

Things to see: 

Comments: 

(Appendix B)
RESOURCE

CLASSIFICATION:
NAME OF BUSINESS:
ADDRESS:
BUSINESS PHONE:
PERSON TO CONTACT:
POSITION:

GRADE LEVEL:
GROUP SIZE:
TIME OF YEAR:
DAY OF WEEK:
TIME OF DAY:
DURATION:
FREQUENCY:

COMMENTS:

(Appendix C)
APPENDIX D
FIELD TRIP QUESTIONNAIRE
FOR
MATTOON C.U.S.D. #2

1. Name of firm:__________________________________________________________

2. Address:______________________________________________________________

3. Business phone:________________________________________________________

4. Person to contact:_______________________________________________________

5. Position or title of contact person:_______________________________________

6. Maximum number of visitors that you can accommodate:_____________________

7. Time of year preference:________________________________________________

8. Time of week Preference:_______________________________________________

9. Time of day preference:_________________________________________________

10. How much time can you allow per visit:______________________________

11. How frequently can you host school groups:____________________________

12. Ratio of students to adult chaperones recommended:____________________

13. Restrictions or precautions for visitors:________________________________

14. Kind of preparation students need prior to visit:_________________________

15. Things for students to see:____________________________________________

16. Comments:___________________________________________________________

(Appendix D)
Dear Sir:

For many years Mattoon teachers have been using field trips to supplement their teaching and to provide opportunities for children to learn in a setting that gives them first-hand information that is closely related to topics being studied. Values gained from field trips include accurate first-hand information, promotion of better citizenship, opportunity for social training, formation of connecting links between the community and the school, the creation of new interests, and career awareness. Field trips may also have a unifying effect on a group of children and add realism to what has been studied or discussed.

I am currently in the process of preparing a "Field Trip Resource Handbook" for the Mattoon School District and would like to include you as one of our resources. I have the approval and the support of Roy E. Sheppard, Superintendent of Community School District Number Two, and the cooperation of the Mattoon teachers. I have enclosed a questionnaire and ask that you fill it out and return it at your earliest convenience in the enclosed return addressed envelope. We are anxious to have you cooperate in this project; however, if you feel that you can't, please so indicate in the Comment section of the enclosed questionnaire.

Sincerely,

Tom David
Teacher, Mattoon High School

(Appendix E)
**BIBLIOGRAPHY**


MATTOON COMMUNITY
DIST. #2

FIELD TRIP HANDBOOK

by
Tom David
FOREWORD

The field trip has traditionally been an enrichment activity, an expansion of a particular unit, which teachers have used to supplement their teaching. Values gained from field trips include accurate firsthand information, the promotion of better citizenship, the opportunity for social training, the encouragement of the love of travel, the formation of connection links between community and school, the creation of new interests, and career awareness. Field trips may also have a unifying effect on a group of children and add realism to what has been studied or discussed.
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</tr>
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</table>
ADMINISTRATIVE POLICY

Teachers, with the consent and knowledge of their principal, may plan field trips as needed provided the distance is within a radius of fifteen miles. The fifteen mile limit may be extended for special trips involving a large group of students. An extension of the fifteen mile limit requires the approval of the superintendent.
BUS REQUEST

After securing approval for the field trip from first the building principal and then from the proper authority of the firm or business, the teacher must complete the "Field Trip Bus Request" form (appendix A) and submit it to the principal before Thursday of the week preceding the trip. The "Parent Permit" form must also be completed.

FIELD TRIP BUS REQUEST

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>No. Pupils</td>
</tr>
<tr>
<td>Business to be visited</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Manager or person contacted</td>
<td></td>
</tr>
<tr>
<td>Date of tour</td>
<td>Hour start</td>
</tr>
<tr>
<td>Pick up point at school</td>
<td></td>
</tr>
<tr>
<td>Specific purpose of tour for pupils and teacher</td>
<td></td>
</tr>
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</table>

Bus assigned for tour | Driver |
Pupil fee (if tour is recreational) |
Principal |
Director of Transportation |

Appendix A

-b-
PARENT PERMIT

In general, a parent may assume that his child or children would not be taken or sent from the school of attendance in the absence of an emergency. Where a pupil is to travel or to be transported some distance from the school in connection with an activity or field trip, prior parental permission is recommended through use of a "Parent Permit" form. This form should give a summary description of the activity or field trip, give the date it is to occur, and give the estimated time of departure and return so that the parent has a general idea of what he is asked to approve. This form, correctly executed, must be filed with the instructor before the student may participate in the trip or activity.
SUPERVISION

For each field trip, adequate leadership and guidance should be provided. The chaperone/student ratio must take into account many elements, which include age, setting, experience of the participants, and the activity itself. The nature of the field trip and the circumstances around it should dictate the supervision required. The following ratio of adults to students are intended as guides. Depending on the activity additional supervision may be required.

TWO ADULTS TO EVERY:

12 Primary Students

16 Intermediate Students
PREPARING FOR THE FIELD TRIP

Field trips can be either a valid educational tool or a wasted opportunity. Students get the most value from field trips if they receive the right kind of preparation before they leave the classroom. Class discussion should precede the field trip. Students should be aware of where they are going, what they are going to see, why they are going to see it, how to observe it, possible questions to ask, how to conduct themselves on the trip, and what will be required of them in the way of report or reaction after the trip is over.
RELEVANT QUESTIONS

In considering the possibility of a field trip, the classroom teacher must initially ask himself relevant and necessary questions concerning appropriateness, educational relevancy, time and distance limitations, administrative procedures, transportation, and others. The following questions are offered as a guide and as an aid in the planning and preparation of a field trip.

(1) Can we go? Will the school administrator approve an extended field trip? How much time do we and the administration feel can be spent away from other classes and other commitments? How far in advance should the field trip be planned? What is the proper procedure for requesting approval from the school administrator? What forms need to be completed?
(2) Where should we go? How far away may we go? Should we visit a place that some of us have already visited?

(3) When should we go? When is the best time, the best weather for a trip? How will our trip relate to the school calendar?

(4) How should we go? What method of transportation would be the most economical? Which method would relate best to the experience of the trip?

(5) How much will the trip cost and how will it be financed? Will the school finance any of the cost? How can we raise money? How much will the trip cost each student? What is the best way to raise money?

(6) Why are we going? What is going to be the nature of our trips? What do we want to learn? How can we best prepare to accomplish what we want to learn?
(7) Does anyone have a handicap, a medical or health problem, or a special need that would prevent participation or pose special considerations? What is the policy and what are the procedures for accommodating students that are unable or unwilling to participate or whose parents have not granted permission.

(8) What kind of follow-up activity is planned? What type of evaluation of the field trip will be made and to whom will it be given? How does the field trip relate to the students and/or subject matter? How might this relationship be enhanced or reinforced?
MAKING ARRANGEMENTS

It is the teacher's responsibility to contact the proper authority of the site to be visited and to make the necessary arrangements. Explain who you are, what you teach, and that you desire to visit their site. Explain what you expect to get out of the visit, how many chaperones and students will be coming, and ask what days or hours you can come. Tell the contact person how long you want to stay, what the students want to see, and with whom the students want to talk. Ask about the availability of hand-outs or printed material and/or if a speaker is available to visit the classroom prior to the field trip. Request if a camera may be used during the field trip, as many local firms will not permit their use because of the possible compromise of trade secrets.
DURING THE VISIT

1. Make a student head count. A head count should be taken as often as is practical during the tour itself and each time the bus is boarded.

2. Do not leave until every student is accounted for.

3. Prepare students to listen attentively to the guide.

4. Introduce yourself and your group and ask to see your contact.

5. Stick close to your guide. Don't hurry. Walk at a pace that is comfortable for the slowest child, but do not permit stragglers.

6. If permitted to bring a camera, color slides or b/w prints provide excellent reinforcement of the main points of interest for students after the excursion, provide material for future return trips, and may be used to promote good public relations.

-j-
When the tour is over, write a letter or have students write a letter to your field trip hosts expressing your gratitude. Let them know you appreciate their time and effort.

When photos are developed, write a brief news release for local and school papers.
RESOURCE

CLASSIFICATION: Airport

NAME OF BUSINESS: Ozark Airlines Inc.

ADDRESS: Coles County Airport

BUSINESS PHONE: 235-0586

PERSON TO CONTACT: Mr. Riggins

POSITION: Owner

GRADE LEVEL: 4th grade & up

GROUP SIZE: 30

TIME OF YEAR: Busy in late spring

DAY OF WEEK: Any

TIME OF DAY: Any

DURATION: 30 to 40 minutes

FREQUENCY: 1 per week

COMMENTS:

Students will have an opportunity to see airplanes, maintenance shops, the flight line, weather instruments, and flight control instruments and equipment.

Students should be well supervised.
RESOURCE

CLASSIFICATION: Art Gallery

NAME OF BUSINESS: EIU Paul Sargent Art Gallery

ADDRESS: Charleston, Illinois

BUSINESS PHONE: 581-5622

PERSON TO CONTACT: Rod Buffington

POSITION: Director

GRADE LEVEL: 1st grade & up

GROUP SIZE: No limit

TIME OF YEAR: Any

DAY OF WEEK: Monday through Friday

TIME OF DAY: 9:00 to 5:00

DURATION: No limit

FREQUENCY: Monthly exhibition

COMMENTS:

Teachers should remind students that they are viewing works of art.

If desired, information on each show can be sent before each visit.
<table>
<thead>
<tr>
<th><strong>RESOURCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASSIFICATION:</strong> Bakery</td>
</tr>
<tr>
<td><strong>NAME OF BUSINESS:</strong> Purity Sunbeam Baking Co.</td>
</tr>
<tr>
<td><strong>ADDRESS:</strong> 2417 Commercial</td>
</tr>
<tr>
<td><strong>BUSINESS PHONE:</strong> 352-4111</td>
</tr>
<tr>
<td><strong>PERSON TO CONTACT:</strong> Werner Baerman</td>
</tr>
<tr>
<td><strong>POSITION:</strong> Superintendent</td>
</tr>
<tr>
<td><strong>GRADE LEVEL:</strong> 4th grade &amp; up</td>
</tr>
<tr>
<td><strong>GROUP SIZE:</strong> 25</td>
</tr>
<tr>
<td><strong>TIME OF YEAR:</strong> Any except holiday weeks</td>
</tr>
<tr>
<td><strong>DAY OF WEEK:</strong> Monday, Wednesday, or Thursday</td>
</tr>
<tr>
<td><strong>TIME OF DAY:</strong> 9:30 to 10:00</td>
</tr>
<tr>
<td><strong>DURATION:</strong> 30 minutes</td>
</tr>
<tr>
<td><strong>FREQUENCY:</strong> 1 per day</td>
</tr>
</tbody>
</table>

**COMMENTS:**

Makeup, baking, and wrapping of bread may be seen by visitors.

We discourage students younger than 7 years of age visiting our establishment.
RESOURCE

CLASSIFICATION: Bank

NAME OF BUSINESS: Central National Bank

ADDRESS: Broadway & Charleston at 14th

BUSINESS PHONE: 234-6343

PERSON TO CONTACT: Joseph Link

POSITION: Asst. Vice President

GRADE LEVEL: 4th grade & up

GROUP SIZE: 15

TIME OF YEAR: Any

DAY OF WEEK: Midweek

TIME OF DAY: 10:00 or 2:00

DURATION: 30 minutes to an hour

FREQUENCY: 1 per month

COMMENTS:

Visitors can see office machines, coin counting and sorting machines, vaults, automatic teller machines, drive-in service and teller operations.
RESOURCE

CLASSIFICATION: Bank
NAME OF BUSINESS: First National Bank
ADDRESS: 1515 Charleston Avenue
BUSINESS PHONE: 234-7454
PERSON TO CONTACT: Dan Kammrath
POSITION: Assistant Cashier
GRADE LEVEL: 4th grade & up
GROUP SIZE: 30
TIME OF YEAR: Any
DAY OF WEEK: Wednesday or Thursday
TIME OF DAY: 10:00 or 2:00
DURATION: 30 minutes
FREQUENCY: 1 per month

COMMENTS:
The first week of the month is a very busy time for us and is not the most convenient time to host school groups.

Visitors will tour our facility and become oriented to the various bank operations and see a wide assortment of office machines.
RESOURCE

CLASSIFICATION: Bank
NAME OF BUSINESS: Mattoon Bank
ADDRESS: 333 Broadway
BUSINESS PHONE: 235-0355
PERSON TO CONTACT: Cheryll Hickberg
POSITION: Assistant Cashier
GRADE LEVEL: 4th grade & up
GROUP SIZE: 15
TIME OF YEAR: Spring
DAY OF WEEK: Wednesday or Thursday
TIME OF DAY: Mornings, 10:00 to 11:00
DURATION: 30 minutes
FREQUENCY: 2 per month

COMMENTS:

Visitors will see our vault, cash, changers, micro-filmer, reader, proof sort operation, tunnel area, and other office machines.

Students should be made aware of the basic purposes of banks prior to visitation.
RESOURCE

CLASSIFICATION: City Office

NAME OF BUSINESS: Emergency Services & Disaster Agency

ADDRESS: 221 N. 12th St.

BUSINESS PHONE: 234-7848

PERSON TO CONTACT: Jim Closson

POSITION: Director

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25


DAY OF WEEK: Monday through Friday

TIME OF DAY: Afternoon

DURATION: 30 minutes to an hour

FREQUENCY: 2 per week

COMMENTS:

Things visitors will see include weather instruments, warning devices, weather wire, literature...

Please advise students not to touch instruments or equipment.
RESOURCE

CLASSIFICATION: City Office

NAME OF BUSINESS: Mattoon Fire Dept

ADDRESS: 1812 Prairie/313 LL Blvd/2700 Marshall

BUSINESS PHONE: 235-0931/235-0932/235-0933

PERSON TO CONTACT: Officer on Duty

POSITION: Captain

GRADE LEVEL: 1st grade & up

GROUP SIZE: 20 to 30

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: Any

DURATION: 30 minutes to an hour

FREQUENCY: No limit

COMMENTS:

Fire truck and equipment with tour guide and explanation are provided.

We have many elementary classes tour our stations. We can usually arrange tours for older children that are more in depth on subjects such as first-aid, rescue equipment, and CPR if we are contacted a week or more in advance.
RESOURCE

CLASSIFICATION: City Office

NAME OF BUSINESS: Mattoon Police Dept.

ADDRESS: 208 N. 19th St.

BUSINESS PHONE: 235-5451

PERSON TO CONTACT: Captain Spangler

POSITION: Captain

GRADE LEVEL: 1st grade & up

GROUP SIZE: 20

TIME OF YEAR: Any

DAY OF WEEK: Monday through Friday

TIME OF DAY: Midmorning or midafternoon

DURATION: 30 minutes

FREQUENCY: 2 per week

COMMENTS:

Visitors will see the communications center, cells, some weapons, squad cars, and other equipment.

Students must be quiet and attentive and should be advised, prior to the visitation, not to touch equipment. Please give us a few days of advance notice, and alert us to possible questions or areas of concern so that we might be prepared for you.
RESOURCE

CLASSIFICATION: City Office
NAME OF BUSINESS: Mattoon Street Dept.
ADDRESS: 221 N. 2nd St.
BUSINESS PHONE: 235-5171
PERSON TO CONTACT: Ed Gullion
POSITION: Street Superintendent
GRADE LEVEL: 4th grade & up
GROUP SIZE: 12 to 15
TIME OF YEAR: Spring, month of May preferred
DAY OF WEEK: Monday through Friday
TIME OF DAY: Morning, 9:30 to 11:30
DURATION: 30 minutes to an hour
FREQUENCY: 1 per month

COMMENTS:
Machinery and street equipment may be viewed.

We would like to be notified at least a day in advance of the visit so that we can prepare for you. Please instruct students to be careful, and ensure that they are well supervised.
RESOURCE

CLASSIFICATION: City Office

NAME OF BUSINESS: Mattoon Wastewater Treatment Plant

ADDRESS: 6th & Marion

BUSINESS PHONE: 234-6828

PERSON TO CONTACT: John E. Bell

POSITION: Superintendent

GRADE LEVEL: 3rd grade & up

GROUP SIZE: 25

TIME OF YEAR: Late spring or early fall

DAY OF WEEK: Thursday or Friday

TIME OF DAY: After 1:00

DURATION: 30 minutes to an hour

FREQUENCY: 1 per week

COMMENTS:

Environmental pre-study would tie in nicely with a trip to this facility

Please call in advance at least one week prior to date that you would like to make tour of the wastewater treatment plant.
RESOURCE

CLASSIFICATION: City Office
NAME OF BUSINESS: Mattoon City Clerk's Office
ADDRESS: 208 N. 19th St.
BUSINESS PHONE: 235-5654
PERSON TO CONTACT: Janice M. Strater
POSITION: City Clerk
GRADE LEVEL: 1st grade & up
GROUP SIZE: 25 to 30
TIME OF YEAR: Any month but April & May
DAY OF WEEK: Wednesday, Thursday, or Friday
TIME OF DAY: Any
DURATION: 20 to 30 minutes
FREQUENCY: Upon request

COMMENTS:
Things to see include the council room, office equipment, and records. A tour of this office should normally be included in a tour of City Hall which includes the Police Dept. & the Fire Dept. Arrangements should be made the same day with the Fire & Police Chiefs.
RESOURCE

CLASSIFICATION: City Office
NAME OF BUSINESS: Mattoon Filtration Plant
ADDRESS: 1201 Marshall
BUSINESS PHONE: 235-5483
PERSON TO CONTACT: Michael E. Smyser
POSITION: General Manager
GRADE LEVEL: 3rd grade & up
GROUP SIZE: 25
TIME OF YEAR: Any
DAY OF WEEK: Monday through Friday
TIME OF DAY: Anytime after 1:00
DURATION: 30 minutes to an hour
FREQUENCY: No limit

COMMENTS:

Visitors will see the entire water treatment procedure.
RESOURCE

CLASSIFICATION: Communications

NAME OF BUSINESS: WEIC AM & FM

ADDRESS: West Route 316

BUSINESS PHONE: 235-3838 or 345-2148

PERSON TO CONTACT: Ms. M. Sipes

POSITION: Station Manager

GRADE LEVEL: 4th grade & up

GROUP SIZE: 10

TIME OF YEAR: Any

DAY OF WEEK: Tuesday or Wednesday

TIME OF DAY: By arrangement

DURATION: 30 minutes

FREQUENCY: 1 per week

COMMENTS:

Large groups will be divided into smaller groups of about ten.

Teachers should explain the role of the Federal Communications Commission and its regulations governing radio broadcasting prior to the visitation.

Visitors will see a commercial broadcasting station in operation, news gathering, schedules of broadcasts for a week, and automation in FM musical programming.
RESO URCE

CLASSIFICATION: Communications
NAME OF BUSINESS: WLPH AM & FM
ADDRESS: North of Mattoon
BUSINESS PHONE: 234-6464
PERSON TO CONTACT: Linda Kingery
POSITION: Receptionist
GRADE LEVEL: 4th grade & up
GROUP SIZE: 25 to 30
TIME OF YEAR: Any
DAY OF WEEK: Tuesday through Friday
TIME OF DAY: 10:00-12:00 or 1:30-3:00
DURATION: As needed
FREQUENCY: By arrangement

COMMENTS:

A presentation and tour of facilities are given by Ms. Kingery.

Large groups are divided into smaller groups. Students must be quiet.
RESOURCE

CLASSIFICATION: County Office
NAME OF BUSINESS: Coles County Clerk's Office
ADDRESS: Courthouse, Charleston
BUSINESS PHONE: 348-0501
PERSON TO CONTACT: Jackie Bacon
POSITION: County Clerk
GRADE LEVEL: 4th grade & up
GROUP SIZE: 25 to 30
TIME OF YEAR: Any
DAY OF WEEK: By arrangement
TIME OF DAY: By Arrangement
DURATION: No limit
FREQUENCY: 2 per week

COMMENTS:

A tour of the County Clerk's Office can be geared to virtually any age group; however, those that benefit the most are H.S. government or Office Practice classes.

Visitors will see the computer terminals, birth & death registration processes, microfilming, election procedures, voter registration, marriage license procedures, and historical notations. We would appreciate advance notice of your visitation.
CLASSIFICATION: County Office

NAME OF BUSINESS: Coles County Sheriff's Office

ADDRESS: 701 7th St., Charleston, Il

BUSINESS PHONE: 348-0551

PERSON TO CONTACT: Charles F. Lister or B. Campbell

POSITION: Sheriff or Chief Deputy

GRADE LEVEL: 4th grade & up

GROUP SIZE: 20

TIME OF YEAR: Any

DAY OF WEEK: Wednesday, Thursday, or Friday

TIME OF DAY: After 1:00

DURATION: 30 minutes to an hour

FREQUENCY: 2 per month

COMMENTS:

Visitors will see the administrative office, Patrol Squad room, correctional facility, control room, lock-up facility, booking room, squad car, etc.

We are more than happy to have students tour our facility; however, we may have difficulties at times because of the number of inmates. During tours, visitors will not be allowed to come in contact with inmates; nevertheless, visitors may encounter some obscene language from inmates.
RESOURCE

CLASSIFICATION: Federal Office
NAME OF BUSINESS: U.S. Post Office
ADDRESS: 1701 Charleston
BUSINESS PHONE: 235-8836
PERSON TO CONTACT: L.A. Finnegan or L.E. Stivers
POSITION: Postmaster or Supt. of Postal Oper.
GRADE LEVEL: 4th grade & up
GROUP SIZE: 30
TIME OF YEAR: Fall or spring, not December
DAY OF WEEK: Tuesday or Wednesday
TIME OF DAY: 10:00
DURATION: 30 minutes maximum
FREQUENCY: Upon request

COMMENTS:

Visitors will see the total mail operation. Explanation of the distribution of City mail to carriers and box patrons. Explanation of outgoing mail from Mattoon Post Office.

We would prefer that all groups be 4th grade or older. The younger children do not seem to understand.
CLASSIFICATION: Funeral Home

NAME OF BUSINESS: Schillings Funeral Home Ltd

ADDRESS: 1301 Charleston Ave.

BUSINESS PHONE: 235-0333

PERSON TO CONTACT: John Schilling

POSITION: Funeral Director

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25

TIME OF YEAR: Any

DAY OF WEEK: Mid week

TIME OF DAY: Morning

DURATION: 30 minutes to an hour

FREQUENCY: 1 per week

COMMENTS:

Many H.S. students have visited us who are in health classes and doing papers on the topic of death and dying.

We have to adjust to services. We have two young men who lecture on death & dying, explain funeral customs, explain funeral services, and answer questions.
RESOURCE

CLASSIFICATION: Greenhouse

NAME OF BUSINESS: M.C.S. Garden Center

ADDRESS: R.R. #3, Mattoon

BUSINESS PHONE: 234-2070

PERSON TO CONTACT: Lavon Figgins

POSITION: Greenhouse Manager

GRADE LEVEL: 2nd grade & up

GROUP SIZE: Maximum of 40

TIME OF YEAR: Any

DAY OF WEEK: Monday through Friday

TIME OF DAY: Any

DURATION: 30 minutes

FREQUENCY: Upon request

COMMENTS:

Visitors will see many varieties of plants, large waterfall garden, plant propagation, tropical gardens, solar heated "Flora-Home", and varieties of outdoor trees and seasonal shrubs.

Caution students that some pottery is very expensive and that care should be taken to prevent damage. There has been none to date. We actively encourage tours as being in our own interest and give each child a small plant as a souvenir.

-20-
RESOURCE

CLASSIFICATION: Greenhouse

NAME OF BUSINESS: The Flower Farm

ADDRESS: 3909 Western Ave.

BUSINESS PHONE: 235-5667

PERSON TO CONTACT: Jim or Lois Love

POSITION: Owners

GRADE LEVEL: 1st grade & up

GROUP SIZE: 25 to 30

TIME OF YEAR: Spring

DAY OF WEEK: Any

TIME OF DAY: Any

DURATION: 30 minutes to an hour

FREQUENCY: By arrangement

COMMENTS:

A demonstration of flower arrangement can be included if adequate preparation time is given. Students are welcome to observe greenhouse operations, but are cautioned not to touch plants or pottery.
RESOURCE

CLASSIFICATION: Greenhouse

NAME OF BUSINESS: L.R. Gucker

ADDRESS: 817 Charleston Ave.

BUSINESS PHONE: 234-7493

PERSON TO CONTACT: Don McElhiney

POSITION: Owner

GRADE LEVEL: 4th grade & up

GROUP SIZE: 30

TIME OF YEAR: Any, excluding holiday seasons

DAY OF WEEK: Tuesday, Wednesday, or Thursday

TIME OF DAY: Afternoon

DURATION: 30 minutes to an hour

FREQUENCY: 1 per month

COMMENTS:

Visitors will see plants, flowers, flower arrangements, pottery, and perhaps a demonstration or two depending upon circumstances.

Groups must be well supervised.
### RESOURCE

<table>
<thead>
<tr>
<th>CLASSIFICATION:</th>
<th>Health Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF BUSINESS:</td>
<td>Link Clinic</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>1700 Wabash</td>
</tr>
<tr>
<td>BUSINESS PHONE:</td>
<td>235-5471</td>
</tr>
<tr>
<td>PERSON TO CONTACT:</td>
<td>Wm. V. Oggero</td>
</tr>
<tr>
<td>POSITION:</td>
<td>Administrator</td>
</tr>
<tr>
<td>GRADE LEVEL:</td>
<td>4th grade &amp; up</td>
</tr>
<tr>
<td>GROUP SIZE:</td>
<td>15 to 25</td>
</tr>
<tr>
<td>TIME OF YEAR:</td>
<td>Any</td>
</tr>
<tr>
<td>DAY OF WEEK:</td>
<td>Tuesday through Friday</td>
</tr>
<tr>
<td>TIME OF DAY:</td>
<td>After 9:00</td>
</tr>
<tr>
<td>DURATION:</td>
<td>30 minutes to an hour</td>
</tr>
<tr>
<td>FREQUENCY:</td>
<td>1 per month</td>
</tr>
</tbody>
</table>

**COMMENTS:**

Visitors will see various physician specialities' office settings, related ancillary medical departments (lab, X-ray, etc.), and related patient business services.

Only minimal time can be spent in those medical suites during the physicians patient hours.
RESOURCE

CLASSIFICATION: Health Care

NAME OF BUSINESS: Mattoon Dental Group

ADDRESS: 1521 Wabash

BUSINESS PHONE: 235-0385

PERSON TO CONTACT: Pam Bailey

POSITION: Dental Assistant at front desk

GRADE LEVEL: 4th grade & up

GROUP SIZE: 30

TIME OF YEAR: Spring

DAY OF WEEK: Wednesday

TIME OF DAY: Afternoon

DURATION: 30 minutes

FREQUENCY: 1 per week

COMMENTS:

Visitors will see dentist and assistants at work and hygienist cleaning and x-raying teeth.
RESOURCE

CLASSIFICATION: Health Care

NAME OF BUSINESS: Sarah Bush Lincoln Health Center

ADDRESS: East Route 16

BUSINESS PHONE: 258-2573

PERSON TO CONTACT: Patricia A. Jenkins, R.N.

POSITION: Associate Director

GRADE LEVEL: 4th grade & up

GROUP SIZE: 15

TIME OF YEAR: Any

DAY OF WEEK: Thursday

TIME OF DAY: 10:00 to 4:00

DURATION: 30 minutes to an hour

FREQUENCY: 1 per week

COMMENTS:

Visitors will see the Business Office with computer laboratories and radiological equipment, life saving equipment, and tour the hospital facilities.
RESOURCE

CLASSIFICATION: Industry

NAME OF BUSINESS: American Pad & Paper

ADDRESS: West Route 121

BUSINESS PHONE: 258-8826

PERSON TO CONTACT: Don Aubin

POSITION: General Foreman

GRADE LEVEL: 8th grade & up

GROUP SIZE: 24

TIME OF YEAR: Any

DAY OF WEEK: To be arranged

TIME OF DAY: To be arranged

DURATION: 30 minutes to an hour

FREQUENCY: 1 per month

COMMENTS:

 Visitors will see printing, ruling, cutting, gluing, and packaging of paper.

 Due to the nature of our equipment, we must limit the age group to 8th grade & older.
RESOURCE

CLASSIFICATION: Industry

NAME OF BUSINESS: Anaconda Metal Hose Div.

ADDRESS: East Route 16

BUSINESS PHONE: 234-8844

PERSON TO CONTACT: John T. Stitt

POSITION: Employee Relations Supervisor

GRADE LEVEL: 4th grade & up

GROUP SIZE: 15

TIME OF YEAR: Any

DAY OF WEEK: Tuesday, Wednesday, or Thursday

TIME OF DAY: Any

DURATION: 30 minutes to an hour

FREQUENCY: Upon request

COMMENTS:

Visitors will see the various manufacturing phases of flexible metal hose used in refrigeration, air conditioning, gas or liquid transfer applications, and the manufacture of electric wiring conduit.

Safety glasses will be provided and must be worn.
RESOURCE

CLASSIFICATION: Industry

NAME OF BUSINESS: Associated Springs

ADDRESS: East Route 16

BUSINESS PHONE: 235-5601

PERSON TO CONTACT: Gary Freeland

POSITION: Personnel Manager

GRADE LEVEL: 7th grade & up

GROUP SIZE: 20

TIME OF YEAR: Any

DAY OF WEEK: Midweek

TIME OF DAY: 10:00 to 12:00

DURATION: 30 minutes to an hour

FREQUENCY: 3 or 4 per year

COMMENTS:

We manufacture springs. For safety reasons we cannot have small children in the plant. All visitors must wear safety glasses which we provide.
RESOURCE

CLASSIFICATION: Industry

NAME OF BUSINESS: Crawford Shoe & Garmet Mfg Co.

ADDRESS: 1801 Lake Land Blvd

BUSINESS PHONE: 235-3165

PERSON TO CONTACT: Don Shook

POSITION: President

GRADE LEVEL: 4th grade & up

GROUP SIZE: 20 to 30

TIME OF YEAR: No preference

DAY OF WEEK: Any

TIME OF DAY: 7:00 to 12:00 or 1:00 to 3:00

DURATION: 30 minutes

FREQUENCY: By arrangement

COMMENTS:

Visitors will see baby shoes & diaper sets, the cutting and sewing of garmets, packaging, and designing of clothes.

Adequate adult supervision is important.
<table>
<thead>
<tr>
<th><strong>RESOURCE</strong></th>
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<tbody>
<tr>
<td><strong>CLASSIFICATION:</strong></td>
<td>Industry</td>
</tr>
<tr>
<td><strong>NAME OF BUSINESS:</strong></td>
<td>Coles County Masonry</td>
</tr>
<tr>
<td><strong>ADDRESS:</strong></td>
<td>2200 Broadway</td>
</tr>
<tr>
<td><strong>BUSINESS PHONE:</strong></td>
<td>235-5486</td>
</tr>
<tr>
<td><strong>PERSON TO CONTACT:</strong></td>
<td>Dennis Hite</td>
</tr>
<tr>
<td><strong>POSITION:</strong></td>
<td>Manager</td>
</tr>
<tr>
<td><strong>GRADE LEVEL:</strong></td>
<td>4th grade &amp; up</td>
</tr>
<tr>
<td><strong>GROUP SIZE:</strong></td>
<td>12 to 15</td>
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<tr>
<td><strong>TIME OF YEAR:</strong></td>
<td>Spring or fall</td>
</tr>
<tr>
<td><strong>DAY OF WEEK:</strong></td>
<td>Tuesday, Wednesday, or Thursday</td>
</tr>
<tr>
<td><strong>TIME OF DAY:</strong></td>
<td>8:00 to 1:00</td>
</tr>
<tr>
<td><strong>DURATION:</strong></td>
<td>30 minutes to an hour</td>
</tr>
<tr>
<td><strong>FREQUENCY:</strong></td>
<td>2 per week</td>
</tr>
</tbody>
</table>

**COMMENTS:**

Visitors can observe the production of concrete and light weight blocks. We are also a brick distributor.
RESOURCE

CLASSIFICATION: Industry
NAME OF BUSINESS: Columbia Machine Co.
ADDRESS: East Route 316, Mattoon
BUSINESS PHONE: 235-4441
PERSON TO CONTACT: Mr. Phillip
POSITION: Plant Manager
GRADE LEVEL: 4th grade & up
GROUP SIZE: 10 to 15
TIME OF YEAR: Any
DAY OF WEEK: Any
TIME OF DAY: Any
DURATION: 30 to 40 minutes
FREQUENCY: 1 per month

COMMENTS:

Visitors will see the manufacture of equipment used to produce concrete block.

Students must wear safety glasses. These are provided.
RESOURCES

CLASSIFICATION: Industry

NAME OF BUSINESS: Donnelley, R.R., & Sons Co.

ADDRESS: North Route 45

BUSINESS PHONE: 235-0561

PERSON TO CONTACT: Joyce Lindsay

POSITION: Personnel Coordinator

GRADE LEVEL: 6th grade & up

GROUP SIZE: 30

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: 9:00 to 3:00

DURATION: 30 minutes to an hour

FREQUENCY: 1 per month

COMMENTS:

Visitors will view printing presses, binding lines, paper roll storage, shipping area, and by-product area.

Minimum age of 12 years. We are limited to giving one tour per month. When making a request for a tour, please do so in writing. In your request include the following information: number of people, name of group, date and time preferred, and an alternate date and time. We will consider your application along with others received for that month and notify you in writing if we can accommodate your group.
RESOURCES

CLASSIFICATION: Industry

NAME OF BUSINESS: Mattoon Coca Cola Bottling

ADDRESS: 2020 Prairie

BUSINESS PHONE: 234-3500

PERSON TO CONTACT: Adolph Kull

POSITION: Stockholder & Manager

GRADE LEVEL: 1st grade & up

GROUP SIZE: 30

TIME OF YEAR: Any

DAY OF WEEK: Tuesday, Wednesday, or Thursday

TIME OF DAY: 9:00 to 11:30 or 1:15 to 3:00

DURATION: 30 to 45 minutes

FREQUENCY: Subject to scheduling

COMMENTS:

Visitors will receive an orientation of the various departments and their function, i.e., Quality Control, Water Treatment Systems, Syrup Preparation, Bottling/Canning Operations, and Shipping.

Heavy traffic areas may be restricted. Safety glasses may be required in some areas.
RESOURCE

CLASSIFICATION: Industry
NAME OF BUSINESS: Mattoon Garment Co.
ADDRESS: 316 S. 32nd St.
BUSINESS PHONE: 234-3032
PERSON TO CONTACT: Mae Parke
POSITION: Manager
GRADE LEVEL: 5th grade & up
GROUP SIZE: 20
TIME OF YEAR: Any
DAY OF WEEK: Monday, Tuesday, or Wednesday
TIME OF DAY: 10:00 to 12:00 or 1:00 to 3:30
DURATION: As needed
FREQUENCY: 1 per month

COMMENTS:

The steps in manufacturing of ladies garments will be observed and explained.

Children under 5th grade are, from past experience, too young to benefit from a tour of our business.
RESOURCE

CLASSIFICATION: Industry

NAME OF BUSINESS: Midstate Foundry Co.

ADDRESS: 92 Olive St.

BUSINESS PHONE: 345-3959

PERSON TO CONTACT: Bill Kelly

POSITION: Secretary-treasurer

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25

TIME OF YEAR: Spring or Fall

DAY OF WEEK: Any

TIME OF DAY: After 1:00

DURATION: 30 minutes to an hour

FREQUENCY: 1 per week

COMMENTS:

Groups may encounter smoke, fumes, and heat in certain areas of the plant. Activities of children will be restricted. Children must be quiet and attentive. Preparation of the tour should include the fundamentals of the manufacture of iron and steel beginning with the mining of raw materials. A tour guide will provide explanations of our operation while the tour is in progress.
RESOURCE

CLASSIFICATION: Industry
NAME OF BUSINESS: Moore Business Forms Inc.
ADDRESS: East Rout 316
BUSINESS PHONE: 345-3984
PERSON TO CONTACT: K. M. Robinson
POSITION: Staff Superintendent
GRADE LEVEL: 6th grade & up
GROUP SIZE: 25
TIME OF YEAR: Any
DAY OF WEEK: Tuesday, Wednesday, or Thursday
TIME OF DAY: Morning
DURATION: 30 minutes to an hour
FREQUENCY: 1 per month

COMMENTS:

Visitors will see our office, special equipment, typesetting, camera, carbon coater, etc.

Young people under 10 years of age are usually bored. A good experience for high school business students.
RESOURCE

CLASSIFICATION: Industry

NAME OF BUSINESS: Superior Equipment Mfr.

ADDRESS: 1321 S. 19th St.

BUSINESS PHONE: 234-8894

PERSON TO CONTACT: George Fairweather

POSITION: General Manager

GRADE LEVEL: 4th grade & up

GROUP SIZE: 60

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: 9:00 to 3:00

DURATION: 30 minutes to an hour

FREQUENCY: No limit

COMMENTS:

Visitors will see sheet metal fabrication and assembly and our computer operation.

Visitors will be required to wear safety glasses in manufacturing areas.
RESOURCE

CLASSIFICATION: Industry

NAME OF BUSINESS: Tube-Lok Products

ADDRESS: East Route 316

BUSINESS PHONE: 235-0571

PERSON TO CONTACT: Eva Epperson

POSITION: Executive Secretary

GRADE LEVEL: 6th grade & up

GROUP SIZE: Maximum 25

TIME OF YEAR: Any

DAY OF WEEK: Tuesday or Thursday only

TIME OF DAY: 9:00 to 3:00

DURATION: 30 minutes

FREQUENCY: By arrangement

COMMENTS:

Age limitation: must be over 12. Advance notice of two weeks required. Minimum group size of 10. Hard toed shoes must be worn, safety shields provided.
RESOURCE

CLASSIFICATION: Library

NAME OF BUSINESS: EIU Booth Library

ADDRESS: Charleston, Illinois

BUSINESS PHONE: 581-2522

PERSON TO CONTACT: B. Joseph Szerenyi

POSITION: Director

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25 to 30

TIME OF YEAR: Any that school is in session

DAY OF WEEK: By arrangement

TIME OF DAY: By arrangement

DURATION: 30 minutes to an hour

FREQUENCY: By arrangement

COMMENTS:

Visitors will become acquainted with the main library, music room, self-study materials center, and audio-visual center. In Booth Library, students will find the Circulation Dept., the General Card Catalog, and the Reference Dept. In the Reference Dept., students will find answers to many of their problems. There are periodicals, indexes and abstracts available as well as a collection of reference books.
RESOURCE

CLASSIFICATION: Library

NAME OF BUSINESS: Mattoon Public Library

ADDRESS: 1600 Charleston Ave

BUSINESS PHONE: 234-2621

PERSON TO CONTACT: Mona Grafton

POSITION: Librarian

GRADE LEVEL: 1st grade & up

GROUP SIZE: 35

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: 9:30 to 11:30 or 1:30 to 3:30

DURATION: 30 minutes to an hour

FREQUENCY: 2 per day

COMMENTS:

For a simple tour, students do not need advance preparation. If they are to file for Library Cards, teachers should pick up applications and instructions on their completion prior to tour date.

We are flexible on times and sizes of tours. We prefer one week notice on all tours. If students are to do research or a worksheet, we would like to know the topics of research or have a copy of the worksheet prior to the tour date.

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RESOURCE

CLASSIFICATION: Lumber Yard
NAME OF BUSINESS: Kent Lumber & Supply Co.
ADDRESS: 209 S. 21st St.
BUSINESS PHONE: 234-6411
PERSON TO CONTACT: David Hanson
POSITION: Manager
GRADE LEVEL: 4th grade & up
GROUP SIZE: 15
TIME OF YEAR: Any
DAY OF WEEK: Tuesday, Wednesday, or Thursday
TIME OF DAY: Afternoon
DURATION: 30 minutes to an hour
FREQUENCY: 1 per month

COMMENTS:
We need approximately two weeks advance notice and discussion with the classroom teacher so that we may be prepared. We do not build or construct. A trip to a construction site would need clearance with the owner or contractor.
RESOURCES

CLASSIFICATION: Military Service

NAME OF BUSINESS: National Guard Armory

ADDRESS: Logan & Broadway

BUSINESS PHONE: 235-5937

PERSON TO CONTACT: 1SG Walter A. Mueller

POSITION: First Sergeant

GRADE LEVEL: 2nd grade & up

GROUP SIZE: 30

TIME OF YEAR: Any

DAY OF WEEK: Monday through Friday

TIME OF DAY: Any

DURATION: 30 minutes to an hour

FREQUENCY: No limit

COMMENTS:

Visitors will see military vehicles, weapons, communication equipment, Army MESS equipment, and army supplies.
RESOURCE

CLASSIFICATION: Newspaper
NAME OF BUSINESS: Journal Gazette
ADDRESS: 100 Broadway
BUSINESS PHONE: 231-5656
PERSON TO CONTACT: William Hamel
POSITION: Publisher
GRADE LEVEL: 4th grade & up
GROUP SIZE: 15
TIME OF YEAR: Any
DAY OF WEEK: Tuesday, Wednesday, or Thursday
TIME OF DAY: 12:30 to 3:00
DURATION: 30 minutes
FREQUENCY: 2 per week

COMMENTS:

Teachers should make students aware of newspapers, their function and scope in the U.S. culture & government.

Visitors will see the steps in production of a daily paper including the climax of the day--the press run.

Precautions and/or restrictions will be given to the group during the introduction by a J.G. representative.
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<td>DURATION:</td>
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<td>FREQUENCY:</td>
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</table>

**COMMENTS:**

Visitors will see monument engraving (designing and sandblasting of stone), the cutting and finishing of stones, and the differences in types of granite.

Since purchasing the Mattoon Shop, we maintain it as a display and sales office only. All lettering and art work is done at our Charleston location.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: Applause Recording Studio

ADDRESS: 2816 Marshall

BUSINESS PHONE: 258-6431

PERSON TO CONTACT: Carl or Jeff Galey

POSITION: Owners

GRADE LEVEL: 4th grade & up

GROUP SIZE: 15

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: Any

DURATION: 30 minutes

FREQUENCY: 2 per year

COMMENTS:

We manufacture radio and TV jingles and commercials, produce records and albums, and hold recording sessions with singers and musicians.

Sophisticated electronic equipment. Caution students not to touch controls. We can not allow groups to tour during actual recording sessions, but we can simulate a session if time permits.
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<td><strong>DURATION:</strong></td>
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<td><strong>FREQUENCY:</strong></td>
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**COMMENTS:**

Things to see include antiques, period furniture, household utensils, old books, toys, and more.

Classroom teachers should call to make arrangements to come in and visit the shop before children are brought. Adequate supervision a must. I show many of my antiques at the Cross County Mall the 3rd week-end in October.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: Bidwell's Candies

ADDRESS: 1016 Broadway

BUSINESS PHONE: 234-3858

PERSON TO CONTACT: Joan Gardner

POSITION: Owner

GRADE LEVEL: 1st grade & up

GROUP SIZE: Maximum of 40

TIME OF YEAR: By arrangement

DAY OF WEEK: Monday through Friday

TIME OF DAY: 10:00 to 12:00 or 1:00 to 3:00

DURATION: 30 minutes

FREQUENCY: 2 per year

COMMENTS:

Visitors will see the manufacture of candy from the sugar bag to the showcase.

We don't usually conduct tours of our shop; however, with ample advance notice, we could prepare for one.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: Busy Bee Ceramic Shop

ADDRESS: 2321 Champaign

BUSINESS PHONE: 234-2822

PERSON TO CONTACT: Debra Woolever

POSITION: Owner

GRADE LEVEL: 4th grade & up

GROUP SIZE: 16

TIME OF YEAR: Any except November or December

DAY OF WEEK: Saturday

TIME OF DAY: 10:00 to 4:00

DURATION: 30 minutes to an hour

FREQUENCY: No limit

COMMENTS:

Visitors will see greenware, molds, and finished ceramic pottery and ceramic sculpture.

Greenware is fragile and easily broken; therefore, I could not accommodate small children. At the present time, I am working full time and have the shop open evenings and Saturdays only. My schedule may change in the fall of 1979.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: City Shoe Shop

ADDRESS: 110 N. 16th St.

BUSINESS PHONE: 234-3332

PERSON TO CONTACT: Mr. Quackenbush

POSITION: Owner

GRADE LEVEL: 1st grade & up

GROUP SIZE: 10

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: Mornings

DURATION: 30 minutes to an hour

FREQUENCY: By arrangement

COMMENTS:

Visitors will see a shoe repair shop, related equipment, leather goods, and more.

No smoking please.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: Hendrix Ceramic Shop

ADDRESS: Paradise Twp, Mattoon

BUSINESS PHONE: 234-9584

PERSON TO CONTACT: Velma Hendrix

POSITION: Owner

GRADE LEVEL: 5th grade & up

GROUP SIZE: 16 to 20

TIME OF YEAR: After January 1

DAY OF WEEK: Monday or Friday

TIME OF DAY: Afternoons

DURATION: No limit

FREQUENCY: By arrangement

COMMENTS:

Visitors will see ceramic molds, greenware, kilns, ceramic tools, the ceramic process, demonstrations of ceramic processes if adequate notice is given, and be given a tour of our studio.

Students should be approximately 10 years old or older to benefit from a trip of this nature.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: J. C. Penny's

ADDRESS: 700 Broadway

BUSINESS PHONE: 235-3101

PERSON TO CONTACT: Bob Breist

POSITION: Store Manager

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25

TIME OF YEAR: Any except November to January

DAY OF WEEK: Monday through Friday

TIME OF DAY: Any

DURATION: No limit

FREQUENCY: 1 per month

COMMENTS:

Visitors will see merchandising, video catalog, and electronic equipment.

A presentation on shoplifting can be arranged if requested. Field trips during holiday seasons cannot be accommodated.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: MacDonalds Restaurant

ADDRESS: South Route 45, Mattoon

BUSINESS PHONE: 258-8333

PERSON TO CONTACT: Bob Collins

POSITION: Owner-operator

GRADE LEVEL: 1st grade & up

GROUP SIZE: 15 to 30

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: 8:00 to 11:00 & 2:00 to 4:00

DURATION: 30 minutes

FREQUENCY: 3 per week

COMMENTS:

Visitors will see our stock room, freezers, unloading truck, film strips on how to cook hamburgers, operate machinery, and utensils.

Large groups are broken down into smaller groups. Caution students to be careful around hot grills.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: Mattoon Academy of Gymnastics

ADDRESS: 320 N. 2nd St.

BUSINESS PHONE: 235-1080 or 234-8288

PERSON TO CONTACT: Dean or Dave Paulson

POSITION: Owners/coaches

GRADE LEVEL: 2nd grade & up

GROUP SIZE: 50

TIME OF YEAR: September to May

DAY OF WEEK: By arrangement

TIME OF DAY: By arrangement

DURATION: 30 minutes to an hour

FREQUENCY: Upon request

COMMENTS:

Visitors will see gymnastic equipment and observe students working out.

Students may not use gymnastic equipment without consent and supervision of owner/coach. With the cooperation of the classroom teacher, a demonstration or clinic/workshop type of visit can easily be arranged.

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RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: Parrish Carpet Sales

ADDRESS: 1601 Lake Land Blvd.

BUSINESS PHONE: 235-4131 or 234-6668

PERSON TO CONTACT: J. Fred Parrish or Butch Parrish

POSITION: Owners

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25

TIME OF YEAR: Any

DAY OF WEEK: Wednesday

TIME OF DAY: After 1:00

DURATION: 30 minutes to an hour

FREQUENCY: Upon request

COMMENTS:

Visitors will see various styles of weaves of carpet; different types of backing that require different types of installation.

We do not permit walking on carpet rolls or climbing on stacks of carpets.
RESOURCE

CLASSIFICATION:      Private Business

NAME OF BUSINESS:    Rockome Gardens

ADDRESS:             R.R. #2, Arcola, Il

BUSINESS PHONE:      268-4216

PERSON TO CONTACT:   Pauline Case or L. Willis

POSITION:            Group reservations or P.R. Dir.

GRADE LEVEL:         1st grade & up

GROUP SIZE:          No limit

TIME OF YEAR:        May through October

DAY OF WEEK:         Monday Through Friday

TIME OF DAY:         Any

DURATION:            No limit

FREQUENCY:           No limit

COMMENTS:

Visitors will see flowers, rockwork, rock polishing, antique machinery and furniture, an Amish home, an old school, a grist mill, blacksmith, harness maker, animal variety show and a bottle house.

We provide a guide for an Amish Land tour. A background in Pioneer Illinois history would prove beneficial for students.
**RESOURCE**

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<td>BUSINESS PHONE:</td>
<td>734-6178</td>
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<tr>
<td>PERSON TO CONTACT:</td>
<td>David R. Schilling</td>
</tr>
<tr>
<td>POSITION:</td>
<td>Manager</td>
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<tr>
<td>GRADE LEVEL:</td>
<td>9th grade &amp; up</td>
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<td>GROUP SIZE:</td>
<td>25</td>
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<td>TIME OF YEAR:</td>
<td>Winter, early spring/late fall</td>
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<td>DAY OF WEEK:</td>
<td>Midweek</td>
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<td>TIME OF DAY:</td>
<td>8:00 to 10:00</td>
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<td>DURATION:</td>
<td>30 minutes</td>
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<tr>
<td>FREQUENCY:</td>
<td>2 per year</td>
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**COMMENTS:**

Visitors will see the Parts Dept., Set-Up Dept., and the Service Dept. of an agricultural implement dealer.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: Shepard's Music Mart

ADDRESS: 520 N. 19th St.

BUSINESS PHONE: 258-8919

PERSON TO CONTACT: Don Shepard or R. Jackson

POSITION: Department Mgr.

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: By arrangement

DURATION: By arrangement

FREQUENCY: No limit

COMMENTS:

Visitors will see keyboard instruments: pianos, organs, synthesizers. Musical instruments: guitars, banjos, band instruments, percussion instruments, and electronic amplifiers.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: Sherwin-Williams Co.

ADDRESS: 1522 Broadway

BUSINESS PHONE: 234-6144

PERSON TO CONTACT: Don Riddell

POSITION: Manager

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25

TIME OF YEAR: Any

DAY OF WEEK: Wednesday

TIME OF DAY: Mornings, 8:00 to 10:00

DURATION: 20 minutes

FREQUENCY: 1 per week

COMMENTS:

Visitors will see paint mixing equipment, draperies, carpet, wallpaper, and other related supplies.
**RESOURCE**

**CLASSIFICATION:** Private Business

**NAME OF BUSINESS:** K. C. Sumners Buick Inc.

**ADDRESS:** 117 S. 19th St.

**BUSINESS PHONE:** 234-8863

**PERSON TO CONTACT:** Donna Sue Sumners

**POSITION:** Business Manager

**GRADE LEVEL:** 5th grade & up

**GROUP SIZE:** 25

**TIME OF YEAR:** During warm weather

**DAY OF WEEK:** Midweek

**TIME OF DAY:** 10:00 to 12:00 or 1:00 to 3:00

**DURATION:** 30 minutes

**FREQUENCY:** 1 per week

**COMMENTS:**

Visitors will see our body shop, service dept., parts dept., and showroom.
RESOURCE

CLASSIFICATION: Private Business

NAME OF BUSINESS: The Wright Farm Store

ADDRESS: 213 N. 14th St.

BUSINESS PHONE: 234-7413

PERSON TO CONTACT: Bill Wright

POSITION: Owner

GRADE LEVEL: 4th grade & up

GROUP SIZE: 20

TIME OF YEAR: Any

DAY OF WEEK: Tuesday or Wednesday

TIME OF DAY: Mornings

DURATION: 30 minutes to an hour

FREQUENCY: By arrangement

COMMENTS:

Visitors will see feed mixing and storage.
RESOURCE

CLASSIFICATION: Public Service Co.

NAME OF BUSINESS: C.I.P.S.

ADDRESS: 701 S. 9th St.

BUSINESS PHONE: 235-5681

PERSON TO CONTACT: S. D. Wood


GRADE LEVEL: 4th grade & up

GROUP SIZE: 30

TIME OF YEAR: Spring or Fall

DAY OF WEEK: Midweek

TIME OF DAY: To be arranged

DURATION: 30 minutes to an hour

FREQUENCY: 1 per month

COMMENTS:

Teachers are encouraged to review the fundamentals of electricity before visiting us.

Visitors will see our substation and load dispatch center.

When in electric substation, children should be in well supervised groups.
RESOURCE

CLASSIFICATION: Public Service Co.
NAME OF BUSINESS: Illinois Consolidated Telephone Co.
ADDRESS: 1501 Charleston Ave
BUSINESS PHONE: 235-3311 General Office
PERSON TO CONTACT: Harold Tartar ph. 258-2990
POSITION: Central Office Mgr.
GRADE LEVEL: 4th grade & up
GROUP SIZE: 10 to 15
TIME OF YEAR: Any
DAY OF WEEK: Tuesday through Friday
TIME OF DAY: 9:30 to 12:00 or 1:00 to 4:00
DURATION: 30 minutes to an hour
FREQUENCY: 2 per month

COMMENTS:
Larger groups than 15 will be divided into separate tours.

Visitors will see telephone switching equipment, Building and Operator Service Dept., and our Customer Service Office.

For additional information, contact Julie Harper, ph. 235-4466.
RESOURCE

CLASSIFICATION: Public Service

NAME OF BUSINESS: Illinois Consolidated Telephone Co.

ADDRESS: 123 S. 17th St.

BUSINESS PHONE: 235-4473

PERSON TO CONTACT: Mike Dutton

POSITION: Computer Operations Supervisor

GRADE LEVEL: 4th grade & up

GROUP SIZE: 20

TIME OF YEAR: Any

DAY OF WEEK: Any

TIME OF DAY: Afternoon

DURATION: 30 minutes to an hour

FREQUENCY: 1 per quarter

COMMENTS:

Visitors will see our computer operation, keypunch area and our mail room (bill insert).
RESOURCE

CLASSIFICATION: Public Service

NAME OF BUSINESS: Service Disposal Inc.

ADDRESS: 117 Platt

BUSINESS PHONE: 234-4808

PERSON TO CONTACT: Roy C. Hopkins, Jr.

POSITION: Manager

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25

TIME OF YEAR: Any

DAY OF WEEK: Monday through Friday

TIME OF DAY: 8:00 to 3:00

DURATION: 30 minutes to an hour

FREQUENCY: No limit

COMMENTS:

We operate heavy equipment (dozers, pulls, garbage trucks, small trucks, etc.) which require student activity to be restricted for safety purposes.

During rainy weather, students should wear boots.
RESOURCES

CLASSIFICATION: School

NAME OF BUSINESS: EIU, Fine Arts Dept.

ADDRESS: Charleston, Illinois

BUSINESS PHONE: EIU Information: 581-2021

PERSON TO CONTACT: Jim Johnson or Rod Buffington

POSITION: Department Chairperson

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25 to 30

TIME OF YEAR: Any that school is in session

DAY OF WEEK: By arrangement

TIME OF DAY: By arrangement

DURATION: 30 minutes to an hour

FREQUENCY: By arrangement

COMMENTS:

Visitors will see displays of student work, a guided tour of the Fine Arts Center and facilities, students working on art projects, and a tour of Sargent Art Gallery by the Fine Arts Staff and students.
RESOURCE

CLASSIFICATION: School

NAME OF BUSINESS: EIU Life Science Dept.

ADDRESS: Charleston, Illinois

BUSINESS PHONE: EIU information: 581-2021

PERSON TO CONTACT: Dr. Murphy or Dr. Landis

POSITION: Department Chairperson

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25 to 30

TIME OF YEAR: Any that school is in session

DAY OF WEEK: By arrangement

TIME OF DAY: By arrangement

DURATION: 30 minutes to an hour

FREQUENCY: By arrangement

COMMENTS:

Visitors are divided into groups of 12 with EIU students acting as guides.

Visitors tour anatomy labs, the greenhouse, the methods room, and the snake house. Both live and preserved plants and animals are present for observation.
RESOURCE

CLASSIFICATION: School

NAME OF BUSINESS: Lake Land College Beauty School

ADDRESS: South Route 45

BUSINESS PHONE: 235-3131, extension 344

PERSON TO CONTACT: Virginia McClellan

POSITION: Coordinator

GRADE LEVEL: 6th grade & up

GROUP SIZE: 15

TIME OF YEAR: April, May, October, & November

DAY OF WEEK: Monday through Thursday

TIME OF DAY: 10:00 to 12:00 or 1:00 to 2:30

DURATION: 30 minutes

FREQUENCY: 2 per year

COMMENTS:

Cosmetologist students will be performing different beauty services on clients in the cosmetology lab.
RESOURCES

CLASSIFICATION: School

NAME OF BUSINESS: Lake Land College Dental Health

ADDRESS: South Route 45

BUSINESS PHONE: 235-3131, extension 248

PERSON TO CONTACT: Dr. Ayres

POSITION: Director, Dental Health Program

GRADE LEVEL: 4th grade & up

GROUP SIZE: 25

TIME OF YEAR: Any

DAY OF WEEK: Monday through Thursday

TIME OF DAY: 1:00 to 5:00

DURATION: 30 minutes

FREQUENCY: Upon request

COMMENTS:

Visitors will see the Dental Hygiene Clinic.

Visitors are not to crowd students operating on patients.

We have three different programs of training in the Dental Hygiene field.
CLASSIFICATION: School
NAME OF BUSINESS: Lake Land College, Science Dept.
ADDRESS: South Route 45
BUSINESS PHONE: 235-3131
PERSON TO CONTACT: Roger J. Barry
POSITION: Dean of Arts & Science
GRADE LEVEL: 4th grade & up
GROUP SIZE: 25 to 30
TIME OF YEAR: Any that school is in session
DAY OF WEEK: By arrangement
TIME OF DAY: By arrangement
DURATION: 30 minutes to an hour
FREQUENCY: By arrangement

COMMENTS:
A tour of Science Department Labs, observation of equipment and facilities, and a walk around the Lake Land pond and the wild flower trail highlight the Lake Land field trip.
RESOURCES

CLASSIFICATION: Stable

NAME OF BUSINESS: Mar-Kay Stables

ADDRESS: Paradise Lake, Mattoon

BUSINESS PHONE: 234-3481 or 235-1443

PERSON TO CONTACT: Kay Perry

POSITION: Co-owner

GRADE LEVEL: 1st grade & up

GROUP SIZE: 25

TIME OF YEAR: Fall or spring

DAY OF WEEK: Any

TIME OF DAY: Any

DURATION: 30 minutes to an hour

FREQUENCY: 1 per month

COMMENTS:

Visitors will see barns, stables, grooming of horses, shoeing of horses if field trip is coordinated to a time when the blacksmith is present, different breeds of horses, equipment, and trophies.
RESOURCE

CLASSIFICATION: State Park
NAME OF BUSINESS: Lincoln Log Cabin
ADDRESS: R.R. #1, Lerna, Illinois
BUSINESS PHONE: 345-6489
PERSON TO CONTACT: Tom Vance
POSITION: Head Superintendent
GRADE LEVEL: 1st grade & up
GROUP SIZE: 25 to 30
TIME OF YEAR: Any; April 15 to May 30 best
DAY OF WEEK: Monday through Friday
TIME OF DAY: 8:30 to 12:00 or 1:00 to 5:00
DURATION: No limit
FREQUENCY: No limit

COMMENTS:

A guided tour of cabin & grounds is geared to the age level of visitors. 5th graders & up are shown how to split rails and given an opportunity to perform this task. Candle making, butter churning, and other colonial chores are demonstrated. Nature trails and conservation area provide both history and science experiences. Teachers are urged to call in advance in order that scheduling will take advantage of the many activities.
RESOURCE

CLASSIFICATION: Veterinarian

NAME OF BUSINESS: Mattoon Animal Hospital

ADDRESS: 1804 Rudy

BUSINESS PHONE: 235-1444

PERSON TO CONTACT: Samuel E. Clem, Jr.

POSITION: Owner, Veterinarian

GRADE LEVEL: 1st grade & up

GROUP SIZE: 15

TIME OF YEAR: Spring or Winter

DAY OF WEEK: Monday, Tuesday, or Wednesday

TIME OF DAY: Afternoon

DURATION: 30 minutes to an hour

FREQUENCY: 1 per month

COMMENTS:

Students should be made aware that an animal hospital is much like a hospital for humans in that animals are treated for ailments when they are sick.
RESOURCE

CLASSIFICATION:
NAME OF BUSINESS:
ADDRESS:
BUSINESS PHONE:
PERSON TO CONTACT:
POSITION:
    GRADE LEVEL:
    GROUP SIZE:
    TIME OF YEAR:
    DAY OF WEEK:
    TIME OF DAY:
    DURATION:
    FREQUENCY:

COMMENTS:
RESOURCE

CLASSIFICATION:

NAME OF BUSINESS:

ADDRESS:

BUSINESS PHONE:

PERSON TO CONTACT:

POSITION:

GRADE LEVEL:

GROUP SIZE:

TIME OF YEAR:

DAY OF WEEK:

TIME OF DAY:

DURATION:

FREQUENCY:

COMMENTS:
RESOURCE

CLASSIFICATION:
NAME OF BUSINESS:
ADDRESS:
BUSINESS PHONE:
PERSON TO CONTACT:
POSITION:
  GRADE LEVEL:
  GROUP SIZE:
  TIME OF YEAR:
  DAY OF WEEK:
  TIME OF DAY:
  DURATION:
  FREQUENCY:

COMMENTS:
RESOURCE

CLASSIFICATION:
NAME OF BUSINESS:
ADDRESS:
BUSINESS PHONE:
PERSON TO CONTACT:
POSITION:
  GRADE LEVEL:
  GROUP SIZE:
  TIME OF YEAR:
  DAY OF WEEK:
  TIME OF DAY:
  DURATION:
  FREQUENCY:

COMMENTS:
RESOURCE

CLASSIFICATION:

NAME OF BUSINESS:

ADDRESS:

BUSINESS PHONE:

PERSON TO CONTACT:

POSITION:

GRADE LEVEL:

GROUP SIZE:

TIME OF YEAR:

DAY OF WEEK:

TIME OF DAY:

DURATION:

FREQUENCY:

COMMENTS:
RESOURCE

CLASSIFICATION:

NAME OF BUSINESS:

ADDRESS:

BUSINESS PHONE:

PERSON TO CONTACT:

POSITION:

GRADE LEVEL:

GROUP SIZE:

TIME OF YEAR:

DAY OF WEEK:

TIME OF DAY:

DURATION:

FREQUENCY:

COMMENTS:
RESOURCE

CLASSIFICATION:

NAME OF BUSINESS:

ADDRESS:

BUSINESS PHONE:

PERSON TO CONTACT:

POSITION:

   GRADE LEVEL:

   GROUP SIZE:

   TIME OF YEAR:

   DAY OF WEEK:

   TIME OF DAY:

   DURATION:

   FREQUENCY:

COMMENTS:
RESOURCE

CLASSIFICATION:

NAME OF BUSINESS:

ADDRESS:

BUSINESS PHONE:

PERSON TO CONTACT:

POSITION:

GRADE LEVEL:

GROUP SIZE:

TIME OF YEAR:

DAY OF WEEK:

TIME OF DAY:

DURATION:

FREQUENCY:

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