

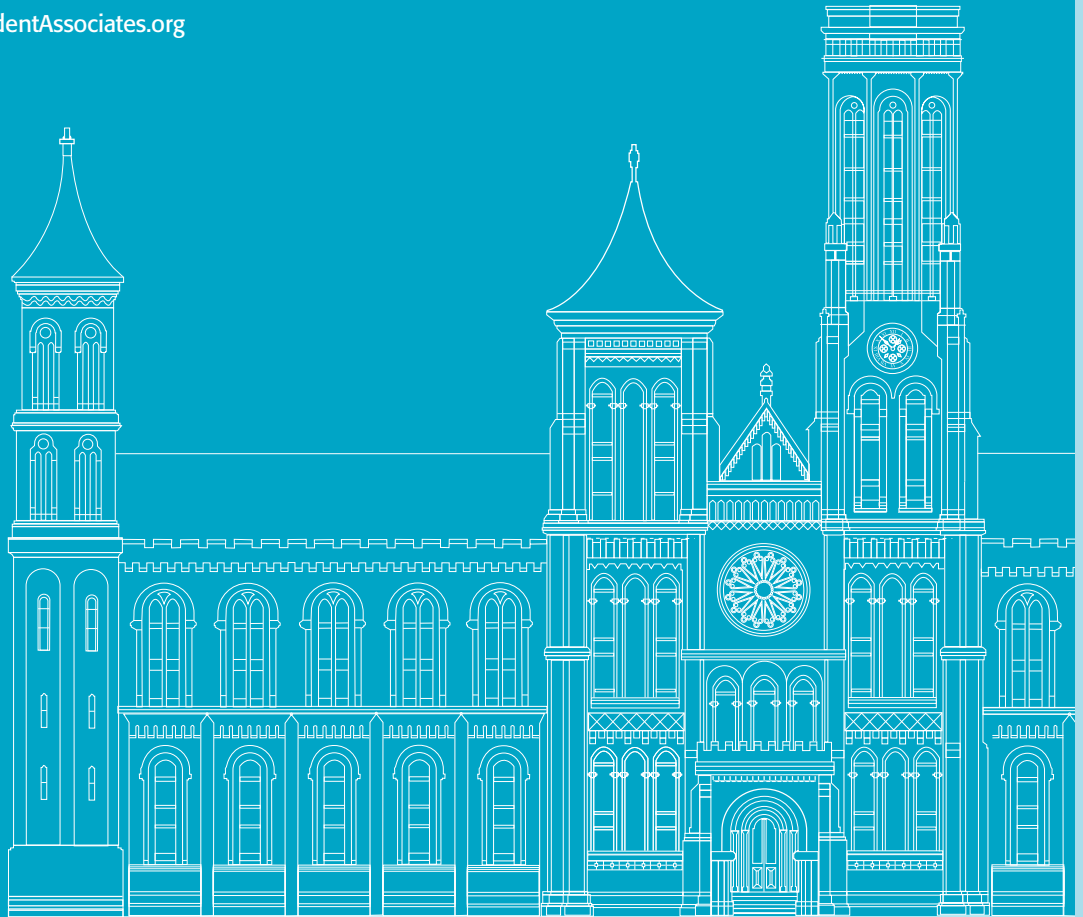


The Smithsonian Associates

S. Dillon Ripley Center, Suite 3077
1100 Jefferson Drive, SW
Washington, DC 20560
202-633-3030

ResidentAssociates.org

SMITHSONIAN RESIDENT ASSOCIATE MEMBER HANDBOOK





The Smithsonian Associates

Dear Smithsonian Resident Associate Member,

Welcome! You have just opened a door to an engaging world of educational and cultural programs here at the Smithsonian. There is an amazing array of programs, seminars, hands-on workshops, tours, and live performances waiting to be discovered.

By now, you may have received your first copy of the *Smithsonian Associate* catalog (the monthly guide to our programs), which gives you advance notice of the many programs we offer. As a member, you will receive a discounted member rate when you purchase tickets.

This handbook is filled with information to help you understand the many benefits that come with your membership in the Resident Associate Program, as well as program locations, places to eat on the National Mall, and ways that you can volunteer. Keep this handbook for reference, and, if you have any questions, call 202-633-3030, M–F, 9 a.m. to 5 p.m., or visit us at ResidentAssociates.org.

We look forward to seeing you soon!

Sincerely,

Barbara Tuceling
Director, The Smithsonian Associates

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Resident Associate Member Benefits

-  Intellectual enrichment, as you save 25%-40% off most of the more than 1,000 educational and cultural programs we offer each year.
-  The monthly *Smithsonian Associate* catalog, delivered right to your door, with advance notice about programs.
-  FREE programs for Members, such as “Celebrating Tai Shan” and “Informal Reception with artist Wolf Kahn.”
-  10% Member Discount for the Smithsonian Museum Shops, the Smithsonian Catalog, and SmithsonianStore.com.
 Membership card must be presented to receive discount. Call 202-633-1000 for museum shop hours and locations.
-  10% Restaurant Discounts at popular eateries in several of the Smithsonian’s museums. (See page 15.)
-  \$5 Parking at four Colonial Parking garages, when attending Resident Associate weekend or evening programs.
 (See page 11.)
-  Discounts on Fine Art through the Smithsonian Associates Art Collectors Program. (www.ArtCollectorsProgram.com;
 Please call 202-633-8680 for more information.)

Outstanding Programs Every Day

Lectures, Seminars, & Performances

These programs include celebrity interviews, lectures, food tastings, private exhibition viewings, embassy receptions, literary evenings, music and dance performances, and more. Seminars vary in length from a few hours to a full weekend.

Courses

The Smithsonian Resident Associate Program offers a large selection of courses that allow you to study a subject in depth. There are typically 4 to 8 sessions per course.

Studio Arts Classes

Studio arts classes, taught by professional artists, include drawing, painting, and sculpture along with other media such as flower arranging, calligraphy, and quilting. Our many photography classes and workshops in both black-and-white and color processes are based in state-of-the-art laboratories.

Courses and studio arts classes are offered on a quarterly basis. Fall classes are announced in the August *Smithsonian Associate*, winter classes in November, spring in February, and summer in May.

Local Study Tours

Smithsonian Local Study Tours offer the chance to get out into the field by bus or on foot, to explore many of the area’s interesting and historical sites with an educational leader. Popular themes include Civil War history, art, railroading, gardening, theater, natural history, crafts, photography, and birding.

Children’s Theater

Discovery Theater offers live performances for young people. Each season more than a dozen productions feature puppets, storytellers, dancers, actors, musicians, and mimes who present classic stories and folktales for children. For more information, visit www.DiscoveryTheater.org, or call 202-633-8700 between 9 a.m. and 4:30 p.m.

Member Rates

While there is no limit on the number of tickets you may purchase, the following restrictions apply:

- ☛ Persons with Individual memberships may purchase one ticket per program at the member rate.
- ☛ Persons with Double/Family memberships may purchase up to six tickets per program at the member rate.
- ☛ Additional tickets may be purchased at the general admission rate.

Senior & Group Discounts Members age 60 and above may receive an additional 10% senior discount off the listed member price for select programs (no discount on Local Tours and Studio Arts programs). The senior discount is listed in the *Smithsonian Associate*, so please be sure to notify our Member Service Associates when registering by telephone. Group discounts (for 10 or more) are available. Please call 202-633-3030 for details.

Ordering for Other Members When ordering tickets for other Resident Associate members on your order form, please include their names, phone numbers, and membership ID numbers in order to receive the member discount for their tickets.

How to Order Tickets

Online: ResidentAssociates.org

24 hours a day, 7 days a week

You can purchase tickets and renew your membership on our website. Online orders are processed in real time and do not incur a handling fee.

- ☛ If you know the program code (listed in the catalog), enter it under "Quick Tix" in the blue bar on the home page. Or, you can browse by week, by topic or format, or use the text search box to find a program.
- ☛ Select the number of tickets and click on "Purchase Tickets". You will be directed to the login page. If you are a member and logging in for the first time, please enter the temporary login and password listed above your name on the back of

your *Smithsonian Associate*. This will make the member prices available on the site. If you need assistance, please call 202-633-3030.

- ☛ Tickets are mailed approximately 3 weeks before the program date. Tickets purchased 5-10 business days before the program will be held at Will Call, at the location where the program is taking place.

Phone: 202-633-3030

Monday–Friday from 9 am until 5 pm
(excluding Federal holidays)

Please have your member number, the program title or code, and your credit card information. We accept Visa, MasterCard, and Discover. Payment is due upon registration. There is a small handling fee *per order*.

Fax: 202-786-2034

24 hours a day, 7 days a week

Applications are processed in the order received and are accepted up to 12 noon on the day of the program. Please do not submit the same fax more than once, in order to prevent multiple orders and charges for the same program. There is a small handling fee *per order*.

Mail the order form and payment to:

Smithsonian Resident Associate Program
P.O. Box 23293, Washington, DC 20026-3293

In person: Monday–Friday, 10 a.m.–5 p.m.

The Smithsonian Associates box office is located in the Ripley Center, Suite 3077, 1100 Jefferson Drive, S.W. (next to the Smithsonian Castle).

Order early! Many of our activities sell out quickly. If you plan to purchase tickets fewer than two weeks before a program, please call 202-633-3030 to check availability. If a program is sold out, we will put your name on a waiting list and you will be contacted, should space become available, before the day of the program. Sometimes a second session will be added.

To Register at the Door Tickets are available (on a first-come, first-served basis) at the door of some Resident Associate events. Please call 202-633-3030 to be sure that the program is not already sold out.

Methods of Payment

If you order by mail, we encourage you to use your VISA, MasterCard, or Discover Card. If a program is sold out when your order is received, you will not be charged.

If you order by mail using a check, your check will be deposited immediately by our bank, for security and accounting control. If the program is sold out, you will automatically receive a refund. A refund check generally takes two to three weeks to reach your mailbox.

Cancellations and Refunds*

The Smithsonian Associates does not issue cash, check, or credit card refunds. Refunds are credited to the purchaser's account.

Lectures, Seminars, Performances, Films, Studio Arts, One-day Study Tours Credit will not be issued for tickets to programs that have a Resident Member price of less than \$40. To receive credit for tickets with a Resident Member price of \$40 or more, please call 202-633-3030 and speak with Customer Service at least 10 working days prior to the program date. Please note that there is a \$10 processing fee.

Courses To receive credit for a course, please call 202-633-3030 and speak with Customer Service at least 10 working days prior to the start of the course. Credit will also be issued within two working days after the first session, provided that Customer Service is contacted within that period. All credits will be prorated to reflect the cost of the first session. No credit will be given after the start of the second session. Please note that there is a \$10 processing fee.

Overnight Study Tours To receive credit, please call 202-633-3030 and speak with Customer Service. Credit will be issued, provided cancellation is requested at least 45 days prior to the tour date. Cancellations received between 15 and 45 days before the tour are subject to a \$100 cancellation fee. No credit will be issued for cancellations received fewer than 15 days before the tour date.

For a credit, tickets must be *received* in our office by the appropriate deadline, as noted above.

By Fax Please cut the tickets into pieces, photocopy them, then fax them to 202-786-2034 with your name and phone number.

*Subject to change.

202-633-3030, Monday–Friday, 9 am–5 pm

At our Box Office in the Ripley Center, M–F, 10–5.

By Mail Mail tickets to The Smithsonian Associates, P.O. Box 23293, Washington, D.C. 20026-3293.

If a program is filled before we receive your order, or if it is cancelled at any time, you will receive a full refund.

The office of the Resident Associate Program is closed weekends and federal holidays.

The cost of some components of tickets—such as entrance fees, theater tickets, various food programs and meals, and airline and other transportation—may not be able to be credited.

Credits are non-transferable.

The Smithsonian Institution reserves the right to cancel, substitute individual speakers and/or session topics within a course, and reschedule or relocate any course or program because of insufficient enrollment, unanticipated scheduling conflicts, or emergency situations. The Institution also reserves the right to refuse to register any individual or to require any participant to withdraw from an activity at any time when the Smithsonian staff representative deems such action to be in the best interests of the health, safety, or general welfare of the entire group or the participant.

Changes in published program schedules

Occasionally we must change the time, date, or location of a program after an announcement has been published or tickets have been mailed. We notify participants by phone or mail. Call 202-633-3030 during business hours for information.

Remember to Bring Your Photo ID

For security purposes, everyone planning to attend Resident Associate activities must show a form of photo identification. Security personnel at many venues require such identification before they will allow you to enter.

Photographing and Recording Events

Participants at Resident Associate events may be photographed or videotaped for the educational and promotional purposes of the Smithsonian Institution and The Smithsonian Associates. **Taping and/or photographing by participants at Resident Associate events is not permitted.**

ResidentAssociates.org

Is Membership Tax-Deductible?

All or a portion of the Smithsonian Resident Associate Program membership payment is tax-deductible as a charitable contribution to the Smithsonian Institution. If you have a membership that does not include *Smithsonian* magazine, your entire membership payment is deductible. If you have a membership that includes *Smithsonian* magazine, subtracting \$36 from the total membership payment will reflect the tax-deductible amount. For more information, please call our Membership Specialists at 202-633-3030.

Members with Disabilities

The Smithsonian Resident Associate Program seeks to make activities accessible to people with disabilities. Patrons with disabilities are encouraged to call before registering for programs to inquire about the accessibility of the presentations and locations. For information or to request accessibility assistance, please call 202-633-3030 (voice) or send an e-mail to CustomerService@ResidentAssociates.org

Interpreters for Resident Associate programs and special events are provided free of charge. The Smithsonian Associates will make the arrangements through the Smithsonian Accessibility Program if requests for interpreters are made at least two weeks in advance of the program.

Important Study Tour Policies

Unless otherwise noted in an announcement:

- 🦿 Tours go rain or shine.
- 🦿 Fees are all-inclusive.
- 🦿 Senior discounts do not apply.
- 🦿 Only animals providing assistance to a participant with a disability are permitted on tours.
- 🦿 Tours depart on time and do not wait for anyone not on board.
- 🦿 Unless otherwise noted, minimum age is 14. Teenagers 14–17 must be accompanied by an adult.
- 🦿 Itineraries are subject to minor change.
- 🦿 Smoking is not permitted on buses.

- 🦿 Persons with limited mobility may determine the accessibility of specific tours by calling the Tour Office.
- 🦿 Those with dietary restrictions should call the Tour Office prior to departure; most requests can be accommodated.
- 🦿 Tour buses returning to the Mall after dark when the museums are closed will stop, upon request, at the nearby taxi stand for those wishing a taxi.
- 🦿 Seats at or near the front of tour buses can be reserved for those with special needs by calling the Tour Office.
- 🦿 Participants on overnight tours will be required to sign a responsibility statement and liability waiver prior to the tour. A copy of the waiver can be viewed online under “Important Tour Policies,” or by calling 202-633-8601. Participants may wish to buy travel insurance for overnight tours.
- 🦿 See tour cancellation and refund policies on page 8. Please check your calendar carefully before registering. Study tours are noncreditable within 15 days of the start of the program. No exceptions.

The Resident Associate Program Tour Office may be reached at 202-633-8601. To register for tours, call 202-633-3030.

Parking

Parking for Resident Associate Program programs, although limited, is available at meters, and in public parking garages. For special programs, parking may be available at the west parking lot of the National Museum of Natural History.

Colonial Parking Garages offer \$5 parking to RAP members on weekday evenings after 5:30 pm and all day on Saturday and Sunday at four locations listed below. Be sure to have your RAP membership card and program ticket with you. Please note parking times and limits when attending programs.

- 🦿 2000 Pennsylvania Avenue, NW
- 🦿 607 - 14th St., NW
- 🦿 400 - 10th Street, SW
- 🦿 6th St. and Maryland Avenue, SW

Colonial parking lot hours vary. Please call 202-295-8100 for closing times and more information. See next page for map. Locations are subject to change.

Locations and Metro Information

Below is a list of our most frequently used locations for programs. Some locations are not on the National Mall. If the program location is not printed on your ticket, call 202-633-3030.

1 Baird Auditorium and Computer Lab for Learning

Natural History Building
10th & Constitution Avenue, NW
(Metro: Federal Triangle, Blue/Orange lines)

2 Carmichael Auditorium

American History Building
14th & Constitution Avenue, NW
(Metro: Federal Triangle; Blue/Orange lines)

3 Jefferson Auditorium

U.S. Department of Agriculture
14th & Independence Avenue, SW
(Metro: Smithsonian–Independence Avenue exit, Blue/Orange lines)

4 Lisner Auditorium

George Washington University, 730 - 21st Street, NW
(Metro: Foggy Bottom-GWU, Blue/Orange lines)

Jack Morton Auditorium

George Washington University, 805 - 21st Street NW
(Metro: Foggy Bottom, Blue/Orange lines)

5 Meyer Auditorium

Freer Gallery of Art
Independence Avenue & 12th Street, SW
(Metro: Smithsonian–Independence Avenue exit, Blue/Orange lines)

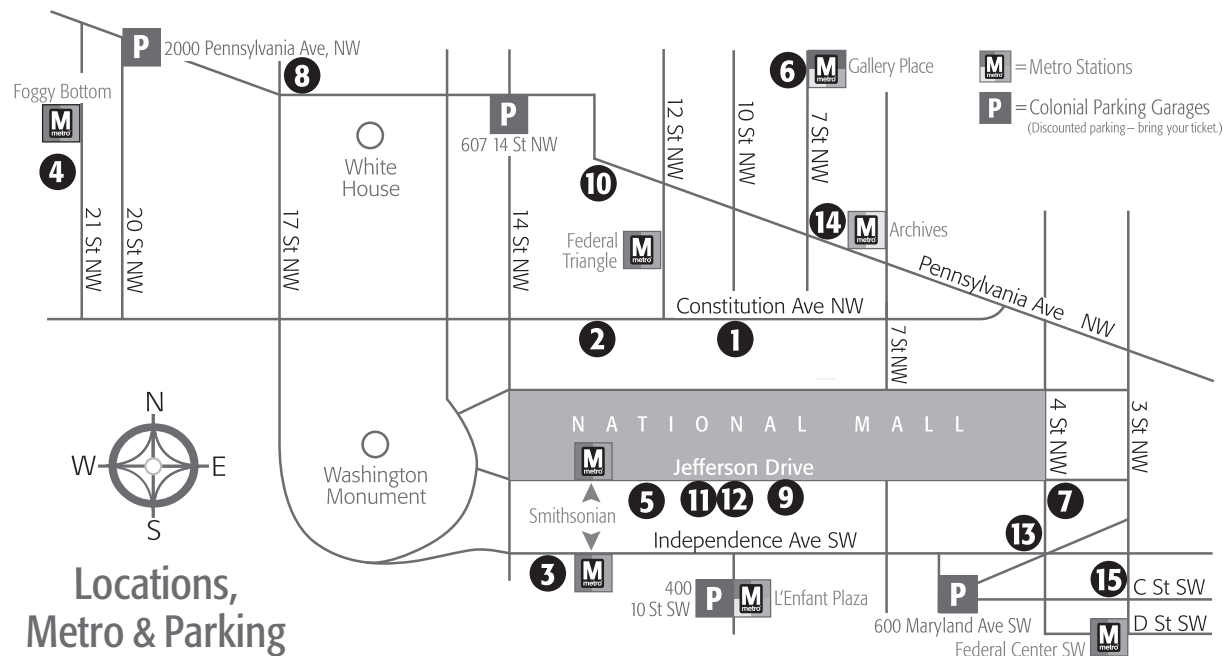
6 Nan Tucker McEvoy Auditorium

Smithsonian American Art Museum
8th & G Streets, NW (Metro: Gallery Place/Chinatown–9th & G Streets exit, Red/Green/Yellow lines)

7 Rasmuson Theater

American Indian Museum
4th & Independence Ave., NW (Metro: L'Enfant Plaza–7th & Maryland Avenue exit, Yellow/Green/Blue/Orange lines)

Locations continue on next page



Locations, Metro & Parking

8 Renwick Gallery, Grand Salon

17th & Pennsylvania Ave., NW
(Metro: Farragut West–Blue/Orange/Red lines)

9 Ring Auditorium

Hirshhorn Museum and Sculpture Garden
Independence Avenue at 7th Street, SW
(Metro: L'Enfant Plaza–7th & Maryland Avenue exit,
Yellow/Green/Blue/Orange lines)

10 Ronald Reagan International Trade Center

1300 Pennsylvania Avenue, NW
(Metro: Federal Triangle, Blue/Orange lines)

11 Ripley Center and Discovery Theater

1100 Jefferson Drive, SW
(Metro: Smithsonian–Mall exit, Blue/Orange lines)

12 Smithsonian Castle

1000 Jefferson Drive, SW
(Metro: Smithsonian–Mall exit, Blue/Orange lines)

13 Study Tours: bus pickup location (most tours)

Southeast corner of the Air and Space Museum
4th & Independence Avenue, SW
(Metro: L'Enfant Plaza–7th & Maryland Ave. exit,
Yellow/Green/Blue/Orange lines)

14 U.S. Navy Memorial Foundation Auditorium

701 Pennsylvania Avenue, NW
(Metro: Archives-Navy Memorial, Green/Yellow lines)

15 Voice of America Building Auditorium

330 Independence Avenue, SW (Enter on C St.)
(Metro: Federal Center SW, Blue/Orange lines)

Locations not show on the map include:**U. S. Department of Interior**

18th & C Streets, NW (6 blocks from Metro station)
(Metro: Farragut West, Blue/Orange lines)

Woman's National Democratic Club

1526 New Hampshire Avenue, NW
(Metro: Dupont Circle–Q St. exit, Red line)

Call Metro at 202-637-7000 for station information and train schedules.**Inclement Weather**

On days of severe inclement weather, we recommend that you call 202-633-3030 for the latest lecture, performance, and course information. For Studio Arts classes, call 202-633-8690. For Local Study Tours, call 202-633-8687.

Directions to the Ripley Center

If traveling via Metro, take the Blue/Orange line to the Smithsonian stop and use the Mall exit. Upon exiting, cross Jefferson Drive. The Ripley Center is approximately 80 yards ahead to the right, between the Freer Gallery and the Smithsonian Castle building.

Enter the Ripley Center via the small, round, copper-domed pavilion, take the elevator or stairs down to the third level, and proceed to the second set of glass doors on your right, Suite 3077.

The closest parking is on Jefferson Drive, Madison Dr., Constitution Avenue, and Independence Avenue, SW.

Food and Beverages on the Mall

Members who present their current Membership Card receive a 10% discount at popular eateries in several of the Smithsonian's museums.

Smithsonian Castle

Castle Cafe, 9 a.m. to 5 p.m.

National Museum of Natural History

Atrium Cafe, and Fossil Cafe & Gelato Bar; 11 a.m. to 3 p.m.

National Air and Space Museum

The food court offers menu items from McDonald's, Boston Market and Donatos Pizzeria; 10 a.m. to 5 p.m.

National Museum of the American Indian

Mitsitam Native Foods Cafe; 10 a.m. to 3 p.m.

National Museum of American History

Constitution Cafe; 10 a.m. to 5:30 p.m.
Stars and Stripes Cafe; 11 a.m. to 4 p.m.

Gift Opportunities

Giving a Membership Your friends and loved ones may enjoy receiving a gift membership. Memberships directly support our mission of sharing the resources of the Smithsonian with the public. Thank you.

Ways to Contribute If you would like information about the many ways to make a private donation to sustain our educational and cultural programming, please call our Development Office at 202-633-8644 or e-mail stroola@si.edu. Thank you for your support of the Smithsonian.

Volunteering

There are many opportunities to volunteer in the office or as a program monitor. For more information, contact the Volunteer Office at 202-633-8596.