

Chaperone Guide Expectations

Dear chaperone guides,

Thank you for volunteering to serve as a chaperone guide for a Tillamook Forest Center field trip. We would not be able to host nearly as many students or communities without your help! Your participation is greatly appreciated and will ensure a safe and enjoyable experience for all visitors.

Because you are supervising students, the **only children allowed to participate during the field trip are those enrolled in the class.** If you wish to bring a child who is not enrolled in the field trip class, we hope you will consider bringing them on a separate visit with your family and friends.

We expect all chaperones to **provide appropriate supervision, be actively engaged, and facilitate exploration in the exhibit hall** with provided scavenger hunt booklets. As a chaperone guide, **you are responsible for maintaining the behavior of their student/youth group.**

Chaperones are key to making a TFC field trip successful!

Below is a list of specific items where we need your help.

Expectations

- **Stay with the students** that have been assigned to you at all times – regardless of their age and independence
- You must be an **active participant** in the scavenger hunt and activities by serving as a leader. Ask students questions, model curiosity (say “how interesting” not “eww that’s gross”, share discoveries with students, help students and quietly redirect when needed.
- **Keep students on time.** Please use agenda to ensure students are where they need to be, especially at the end of lunch and the exhibit hall/scavenger hunt.
- **Please avoid...**
 - using cell phones outside of taking photos and checking time (and make sure they are silenced)
 - standing or sitting apart from the group
 - talking with other adults while the instructor is talking

Exhibit Hall

- We require **one adult chaperone for every five youth** in the exhibit hall.
- **Scavenger hunt booklets are required** for exploration in the exhibit hall. If they are not being used, **YOU MUST GO OUTSIDE** to avoid impacting other visitor’s experiences.
- If the teacher decides to allow students in the **gift shop, group sizes are limited** to one adult and five students at a time. Please no waiting lines.

Lunch

- Lunch will be enjoyed in the Forest Education Pavilion and the area outside the building. **Please remember that food and drinks are not allowed in the exhibit hall.** We ask school groups to not use the vending machines.
- Please **pack-it-in and pack-it-out.** Take all lunch waste back to school.

Safety & Respect

- Help ensure **student safety** (emergency assistance is a minimum of 30 minutes away).
Safety reminders include:
 - walking not running – inside and outside
 - sticks and stones remain on the ground
 - nothing dropped from lookout tower
 - feet on the ground & on trails (please no climbing on walls, logs, rocks, exhibits etc.)
- Remind students to **behave respectfully:**
 - use low voices
 - push buttons only once
 - take turns enjoying exhibit materials, return items to the proper location and tidy the area when finished
 - avoid picking plants/flowers or harassing wildlife of any kind
 - please do not allow littering, writing on walls/exhibits, climbing on exhibits or anything else that may damage property

have fun learning about the forest!

