

Teacher Field Trip Preparation Checklist & Reminders

One month prior to field trip day

- Review the [Education Program Field Trip Preparation Materials](#) (welcome/overview, directions/maps, chaperone expectations, parent letter), program agenda, and pre/post site activities to best prepare for your field trip.
- Make sure all teachers attending the field trip read the materials on the TFC website and the confirmation email.
- Secure adult chaperones. **We require 1 adult for every 5 students**, and children must be accompanied by a chaperone at all times.
- Contact the school district's **bus barn** to schedule a bus (preferable to have a bus that is solely for the field trip, without after school routes to avoid departure conflicts). Programs with adjustments of more than 15 minutes will require cutting sections of the program.
- Please refer to the **directions** on our website at: http://www.tillamookforestcenter.com/visit_01.html as GPS and Google directions are not accurate.
- If you have not yet, inform TFC staff of special needs, ESL needs, or if there will be extra students/adults attending the field trip.

One week prior to field trip day

- Review and deliver the **pre-site activity** to introduce students to field trip concepts
- Review and make copies of the **Chaperone Guide Expectations** and send home prior to visit
- Make copies of the **Parent Letter** and send home with each student
- Programs with multiple rotations do not allow for visits to the gifts shop. If you are attending a program that does not have four rotations and decide to allow students to visit the **gift shop**, please notify parents that:
 - \$7 - \$10 in spending money suffice
 - only groups of 1 adult and 5 students are allowed in the gift shop at one time
 - rotate groups to avoid congestion in/around the gift shop area
 - no waiting lines are allowed and the only time to visit is during the scavenger hunt portion (unless it is a multiple station agenda) and **NOT during lunch**.

Also, please note that **all student sales are final** (this is to avoid numerous returns). On the day of your visit, please notify staff if students are allowed in the gift shop.

- Confirm your **bus reservation** date, field trip duration, time and directions. Inform TFC staff on any changes.
- Visit www.tillamookforestcenter.org and introduce students to the forest and facility by viewing the Tillamook Forest Center webcams
- Divide the class** into groups as listed in agenda and planning packet. Most programs require a couple of different group sizes (i.e. scavenger hunt is 1 chaperone to 5 students, TSF Past and Present is 11 groups etc.).
- Create **nametags** for students to wear and have **pencils ready**.
- Remind students to:
 - Wear closed-toed shoes that are easy to walk in and long pants
 - Bring warm clothes, a raincoat, hat, water. We will be outside rain or shine

Field trip day

- Bring garbage and recycling bags** to pack out lunch waste back to school. Lunch can be enjoyed either in the Forest Education Pavilion, at the covered bus shelter, or at the outside picnic tables. **Please remember that food and drinks are not allowed in the exhibit hall.** We ask school groups to not use the vending machines.
- Ensure students **have nametags, pencils, lunch, water** and have **dressed appropriately** for inclement weather*
**The Tillamook Forest Center will have rain ponchos available for most participants.*
- Review on-site agenda and *Chaperone Guide Expectations* with accompanying adults
- Remind students and adults about guidelines and safety/respectful reminders.
- Take attendance and be ready to inform TFC staff of the number of students, teachers, and adult chaperones when you arrive. If you bring more people than you initially registered, be ready to pay for the extra people (\$5/person) at the Information Desk upon arrival.

- For safety, **please use the loading zone to drop off and pick up** your group to avoid pedestrian traffic in the parking lot.
- Station a teacher** to facilitate effective chaperone led scavenger hunt exploration in the exhibit hall, by setting up the expectation with students and adults that using the **scavenger hunt is REQUIRED** while in the exhibit hall. It helps immensely if teachers have the **students turn in their booklets for accountability**. This requirement is because the booklets build on the curricula staff are presenting, it focuses exploration and it aids in all visitors having a pleasant experience. Due to limited space, we have found it is best to have each chaperone group begin on a different page of the booklets. **We provide all of the scavenger hunt booklets** and update them frequently. Please do NOT bring previous versions of agendas or scavenger hunts.
- Please complete your Tillamook Forest Center Program evaluation prior to departure

One week after the field trip day

- Review and present the post-site activity if available