

Timeline for a Successful Trip 3rd Grade Field Trip to the Santa Rosa Plateau Ecological Reserve

2 – 3 months before visit

	Arrange for an Outreach Program to visit school site prior to field trip
	Give students 5 question pre field trip quiz found online prior to teaching or Outreach
	Confirm bus arrangements and register online for Outreach school visits

2 – 3 weeks before visit

	Look online to find and use Teacher's Guide and Animal Letters for class lessons to prepare students
	Send home letter to parents
	Select limited number of chaperones – provide chaperones with guidelines
	Send home permission slip / fee notice
	Collect student fee. Check payment only. Teachers & 3 chaperones p/class(free)

Week of visit

	Remind students to wear proper clothes, closed-toed shoes, hats, jackets
	... to eat a healthy, hearty breakfast
	... to bring water bottle(s) and lunch
	Review trip behavior and rules
	Make nametags, include teachers and chaperones
	Collect pre field trip quizzes and field trip payment
	Bring extra trash bags to clean-up lunch trash

Departure

	Take bathroom break at school
	Distribute nametags to students, teachers, chaperones
	Place lunches & trash bags on bus
	Review guidelines with chaperones
	Review behavior rules with students

Santa Rosa Plateau Reserve Visit

	Park Interpreter or docent greet students on bus
	Students unload and are assigned small groups
	Docents greet their assigned student groups
	Docents lead students into Visitor Center for bathroom break & introduction
	Make fee payment
	Deliver pre field trip quizzes to docent or staff
	Docents assign adult/teacher to cover safety positions
	Student groups move onto trail experience
	Lunches are stored inside Visitor Center lobby or left in bus storage area
	Receipt for the Interpretive fee is faxed to school
	Students are given a 5 question post field trip quiz. Docents complete their volunteer duty. Teachers complete evaluation form.
	Teachers supervise lunch at picnic grove. Bus departs at 1:00 PM

Helpful Hints

	If you leave school later than expected, call: 677-6951
	Complete bus reimbursement form within ONE month send to district transportation.