

ATTENTION TEACHERS!

Our programs are becoming more in demand every year. Due to limited staff resources it is very important that we are constantly increasing our organization and ability to communicate with you. Due to the complexity of the scheduling process and organizational issues we have had in previous years, we have drafted this list of to-dos for you to follow while you go through the process of organizing a field trip to the refuge. Most are as they have been, but a few important details have been added. Please read and follow these simple steps.

- Review the website resources and educator's guide. Read at least the first two sections/chapters of the guide. Most questions are answered in these documents.
- Send the field trip request form to the Education Coordinator. Include additional questions as needed. Staff are happy to help you with any questions you have. However, it is very difficult to keep up on communication with so many teachers if you do not take advantage of the information that is already available to you. Please read the documents mentioned in the first to-do.
- Send bus fund request form to the Friends (if needed). Funds are on a first come first serve basis, with preference given to those educators that have participated in previous refuge teacher trainings. The Friends are happy to fund part or all of your costs as they are able.
- Reply promptly (as able) to the volunteer coordinator's questions. Your field trip is not confirmed until these details are worked out.
- Receive field trip confirmation and other details. SHARE all with participating teachers and chaperones. Respond with any needed changes. ****Your field trip date is confirmed ONLY when you respond to the field trip confirmation letter. Your date will be given to another school if you fail to respond to this letter.****
- Get bus funding estimate and send to Friends when requested.
- Prepare students for trip through in-classroom activities and discussions.
- Prepare yourself for this trip by visiting the refuge if you have not been there recently.
- Week before field trip: Make sure that everyone has the appropriate directions to the refuge and that the times and details on the confirmation letter are still correct.