

RESPONSIBILITIES BEFORE AND ON THE FIELD TRIP

ACTIVITY LEADER
AND CHAPERONE
HANDOUT

ACTIVITY LEADER RESPONSIBILITIES BEFORE AND ON THE FIELD TRIP

- ___ Read the *Field Trip Teaching Hints* p. 76 and *Field Trip Behavior Guidelines* p. 76. Ask your educator for copies.
- ___ At least one leader must attend a field trip orientation workshop and others are encouraged to attend.
- ___ Prepare for leading activities by reading the Leader Packet with Refuge background information provided at the orientation and practice the Do, Read, Ask teaching format of the activity that you will teach.
- ___ Obtain a copy of the activity you will be teaching. Ask your educator for a copy.
- ___ For those who did not attend a workshop, visit the refuge or attend a meeting at school with the teacher. Practice the Do, Read, Ask teaching format of the activity that you will teach.
- ___ View activity station video if available.
- ___ Lead each rotation of your activity during the field trip (2 to 6 times depending on the number of rotations). Have fun teaching!
- ___ Clean and count equipment at the end of the field trip.
- ___ Each field trip group is responsible for broken or lost equipment.

CHAPERONE RESPONSIBILITIES BEFORE AND ON THE FIELD TRIP

- ___ Attend a field trip orientation. Ask your educator to checkout the video.
- ___ Read the *Field Trip Behavior Guidelines*, p. 78. Ask your educator for a copy.
- ___ Stay with your group of students throughout the field trip.
- ___ Move your group of students from station to station. Use the schedule and map provided by the lead educator.
- ___ Assist the activity leaders with activities at each activity station.
- ___ Help clean equipment at the end of the field trip.
- ___ Bag and dispose lunch trash and recycling in the appropriate dumpsters in the parking lot at the Environmental Education Center (recycling dumpster and trash dumpster are both available)

