



TEACHER PLANNING CHECKLIST

Please use the following checklist to make your Bouverie Preserve field trip a successful one. Items in blue are hyperlinked to the documents mentioned.

AS SOON AS POSSIBLE

- MAKE TRANSPORTATION ARRANGEMENTS**— Make a bus reservation or plan carpooling. Please take driving time into account. The field trip is from **10:00am – 1:30pm**.
- [SUBMIT BUS SCHOLARSHIP APPLICATION](#)** (*if applicable*)

ONE MONTH BEFORE FIELD TRIP

- DOCENT CONTACT**—A docent will contact you via phone or email prior to your field trip. To schedule a classroom visit, discuss how the video or slideshow will be presented, and be informed of the number of chaperones to recruit.
- RECRUIT CHAPERONES**—Plan for only one chaperone per hiking group including yourself. If you have trouble finding chaperones, please inform the docent. Provide chaperones with the "[Dear Chaperone](#)" letter.
- INTEGRATE THE BOUVERIE PRESERVE FIELD TRIP INTO YOUR CURRICULUM**—Use the teacher resource page for classroom lesson inspiration.

ONE WEEK BEFORE FIELD TRIP

- CLASSROOM VISIT**— Please be present for the visit, you will be asked to assist. If you have a projector & a computer with internet access have the Bouverie Visit Video cued up to show your class when the docents arrive.
- RECONFIRM WITH BUS COMPANY OR PARENT DRIVERS & CHAPERONES**— Provide a map or the Bouverie Preserve address: 13935 Highway 12, Glen Ellen

ONE DAY BEFORE TRIP

- CREATE GROUPS/NAMETAGS**
- MAKE A PHOTOCOPY THE [HIKING GROUPS EMERGENCY FORM](#)**—both copies will be given to the docent in charge upon arrival so he/she can add docent names to the list. One list will remain with the staff anchor and the other will be cut into sections for the docents to carry during the hike.
- CHECK THE WEATHER**— ACR does not cancel field trips due to weather [**unless road and trail conditions are hazardous**]. Docents are prepared to lead hikes in the rain. Rescheduling cannot be guaranteed.
- REMIND STUDENTS OF THE FOLLOWING** —**Dress appropriately**: layered clothing that can get dirty, long pants and close-toed shoes.

Bring: lunch bag, snack, screw top water bottle and a backpack.

Preserve Rules: students will stay with their docent leader, we only walk on the trails to avoid ticks and poison oak. We leave plants and animals where we find them, we carry all trash back to the bus, cell phones are for emergencies only.

DAY OF THE TRIP

- ADJUST GROUPS IF NEEDED**—If students are absent, adjust groups as necessary.
- CHECK STUDENT PREPAREDNESS**—Each student should have a name tag, proper clothing, lunch, and a water bottle.
- PICK UP FORMS**—Bouverie rack cards & teacher feedback forms are given at the end of the hike. You may also collect copies of the hiking group slips before departure to help students recall the names of their docents when writing thank you letters.

AFTER THE TRIP

- SUBMIT EVALUATION**—You will received a feedback form at the end of your field trip. Please fill it out and use the return envelope to send back.
- SEND THANK YOU LETTERS**—Docents always appreciate them.

CONFIRMATION NOTES

DATE OF FIELD TRIP- _____

DATE OF CLASSROOM VISIT- _____

PRESENTATION TYPE: video or slideshow: _____ (If video confirmed with docent have the means to show video using a weblink).

NUMBER OF CHAPERONES- _____

THANK YOU FOR YOUR HARD WORK AND DEDICATION AS A TEACHER!