



# TEACHER PLANNING CHECKLIST

As our partner in planning your upcoming field trip experience, please use the following checklist to make your field trip a successful one. If you are **new to our program** and would like to schedule a preliminary phone call, please contact Natasha Lekach at 415-868-9244 x 116.

## AS SOON AS POSSIBLE

- MAKE TRANSPORTATION ARRANGEMENTS**—You may arrive to the preserve via private car or bus. Please make a reservation or plan carpooling as soon as you confirm your field trip. Please take driving time into account. If you are coming from the East Bay or San Francisco, you should allow 1.5 – 2+ hours transportation time each way. Remember, the students should be at the preserve for three hours, from 10:30am – 1:30pm.
- SUBMIT BUS SCHOLARSHIP APPLICATION** (*if applicable*) — Bus transportation scholarships are available for teachers who submit the application before the deadline. Check your acceptance email for information or email [mgpschoolprogram@egret.org](mailto:mgpschoolprogram@egret.org) with questions.

## ONE MONTH BEFORE FIELD TRIP

- SCHEDULE and COMPLETE YOUR DOCENT CONTACT**—A docent should contact you about 1 month before your field trip to schedule a classroom visit. Please share any helpful background information (language levels, safety and medical needs and more). If you don't hear from someone within 2 weeks of your trip, call contact [mgpschoolprogram@egret.org](mailto:mgpschoolprogram@egret.org).
- RECRUIT CHAPERONES**— 6:1 (*student to chaperone*) ratio is perfect. If you have trouble recruiting chaperones, please let your docent know. Provide any possible chaperones with the "Dear Chaperone" letter.
- PLAN CLASSROOM VISIT**— Set a date and time for your classroom visit with your docent. Please make sure you will be present during the visit—you will be asked to assist. Depending on your docent, you may have a video or slideshow presentation. If your docent presents the video, please make sure you have the technology to stream a video for your class. Be prepared to divide your class into four groups for activities.
- INTEGRATE THE MARTIN GRIFFIN PRESERVE INTO YOUR CURRICULUM**— For ideas, use the teacher manual for classroom lessons at [egret.org/teachers-resources](http://egret.org/teachers-resources).

## ONE WEEK BEFORE FIELD TRIP

- COMPLETE THE CLASSROOM VISIT**
- RECONFIRM WITH BUS COMPANY OR PARENT DRIVERS** — Confirm pick up timing (enough time to arrive by 10:30am), departure time is at 1:30pm.
- SHARE DRIVING DIRECTIONS** — Make sure your bus driver or car drivers use the recommended travel directions. Share the included maps with all drivers. All buses should arrive by taking Sir Francis Drake to Highway One South through Olema. No buses should take Panoramic Highway or Highway One North through Stinson Beach. Please contact your docent or email [mgpschoolprogram@egret.org](mailto:mgpschoolprogram@egret.org) with questions regarding safe directions.
- RECONFIRM WITH YOUR CHAPERONES** — Redistribute the "Dear Chaperone" letter and confirm their understanding of their duties.

- 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. Teachers are responsible for making the decision to cancel due to rain, however you may consult with your docents regarding your choice. If you must cancel due to weather, we may be able to reschedule your class for one of our “rain dates”. Contact your docent *and* ACR staff ([mgpschoolprogram@egret.org](mailto:mgpschoolprogram@egret.org)) if you decide to cancel.

## ONE DAY BEFORE TRIP

- CREATE GROUPS/NAMETAGS** — Use the student group instructions and colored nametags to create groups.
- REMIND STUDENTS OF THE FOLLOWING** —
  - Wear proper clothing:** long pants, layers, clothing that can get dirty and sturdy close-toed shoes.
  - Bring:** lunch bag, water bottle (re-fillable) and a backpack, if available.
  - Emphasize the preserve expectations:** students will stay with their docent leader, we only walk on the preserve, we leave plants and animals where we find them, there are no trash cans on the trail (we carry all trash back to the bus), cell phones are for emergencies only, we stay on the trail because ticks and poison oak are found throughout CA, including the preserve.
- PREP FOR THE BUS RIDE** — The roads are curvy, some students may get car sick. We recommend preparing for carsick students. The trip can be 1.5—2+ hrs, we recommend prepping activities like bingo, songs or games.

## DAY OF THE TRIP

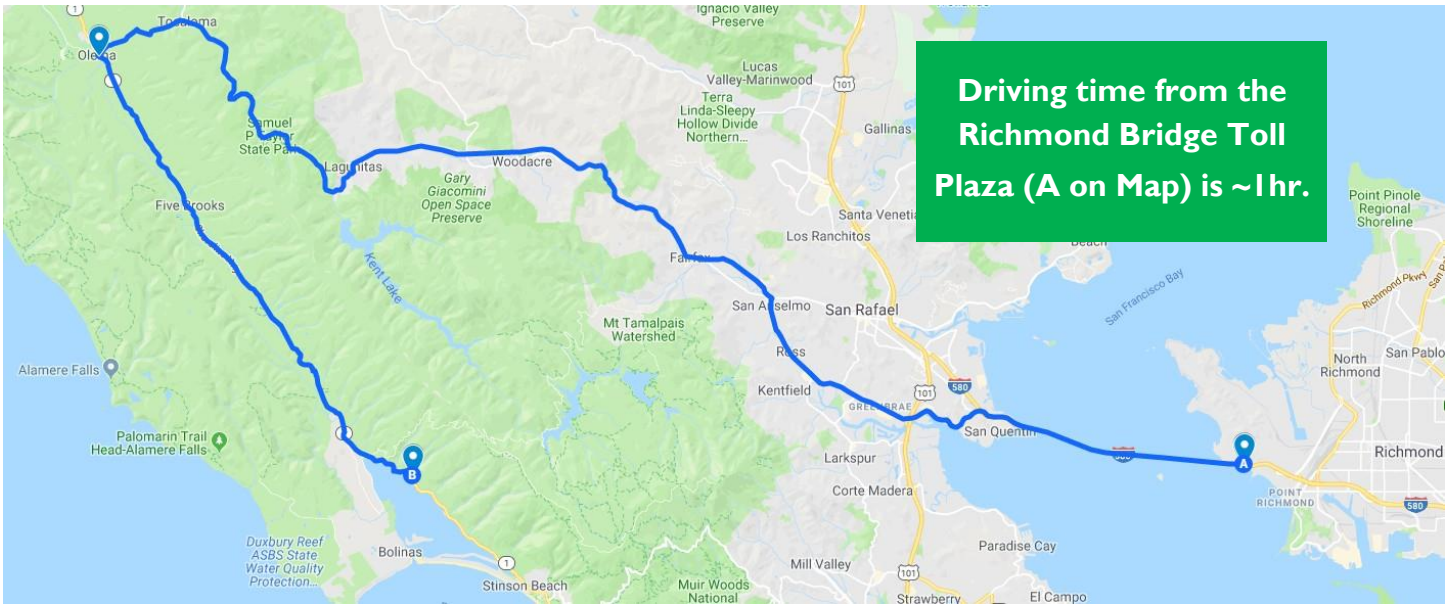
- BRING NAMETAGS AND STUDENT GROUP PLANNING SHEET** —. Distribute the nametags. The student group planning sheet should be cut up and given to your lead docent.
- ADJUST GROUPS (IF NEEDED)** — If students are absent, please adjust groups. Alter the nametag and student planning sheet before you arrive on the preserve.
- CHECK STUDENT PREPAREDNESS** — Each student should have proper clothing and belongings.
- CHECK-IN WITH CHAPERONES** — Meet with all chaperones before departure, make sure they understand their role and items listed on “Dear Chaperone” letter.
- NOTIFY DOCENT WHEN IN OLEMA** — Call or text your docent when you get to Olema. If you cannot get ahold of your docent, call ACR at 415-868-9244 x 116.

## AFTER THE TRIP

- SUBMIT EVALUATION** — You received an evaluation packet at the end of your field trip. Please fill this out and use the return envelope to send it back to us.
- SEND THANK YOU LETTERS** — If your students wish to send thank you notes, our docents always appreciate them.
- INVITE STUDENTS TO COME BACK** — Students can share their experience with their family by visiting the Martin Griffin Preserve on our public season days. For more information, visit our website at [www.egret.org/visit\\_martin\\_griffin](http://www.egret.org/visit_martin_griffin)
- RECEIVE BUS SCHOLARSHIP CHECK** — If you were granted a bus scholarship, a check will be automatically sent to the address and patron written on the application

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

## Driving Instructions from the East Bay

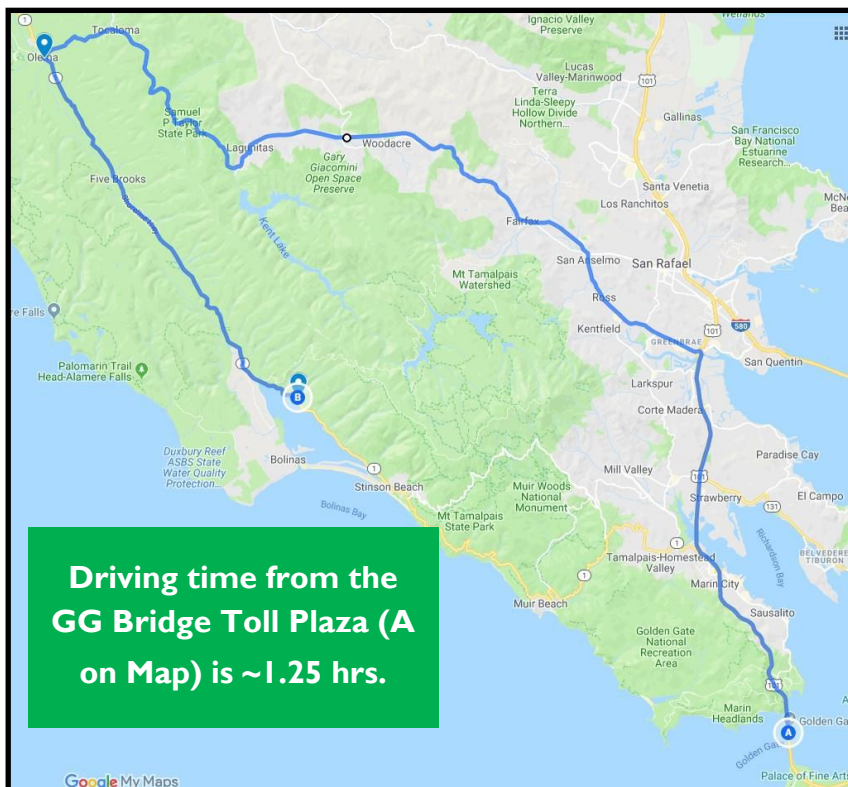


**Driving time from the Richmond Bridge Toll Plaza (A on Map) is ~1hr.**

Take 580 west over the Richmond/San Rafael Bridge. Follow signs for Sir Francis Drake Blvd. After passing under Highway 101 overpass, follow Sir Francis Drake Blvd. northwest for about 21 miles to Olema. At Olema, turn south (left) onto Highway 1 and follow for about 10 miles to the Martin Griffin Preserve of Audubon Canyon Ranch. Look for signs “Bus Entrance 200 feet south” on east (left) side of road. **Our address is 4900 Shoreline Hwy One, Stinson Beach, CA.**

**GOOGLE MAP WARNING:** Google maps will send you over Mount Tamalpais via Highway One south or Panoramic Highway. **DO NOT** take this approach via bus—this route is not safe for buses. Use the recommended route above.

## Driving Instructions from SF and Marin



**Driving time from the GG Bridge Toll Plaza (A on Map) is ~1.25 hrs.**

Take the Sir Francis Drake (San Anselmo) Exit from Highway 101. Follow Sir Francis Drake for 21 miles to Olema. At Olema, turn south (left) onto Highway 1 and follow for about 10 miles to the Martin Griffin Preserve of Audubon Canyon Ranch. Look for signs “Bus Entrance 200 feet south” on east (left) side of road. **Our address is 4900 Shoreline Hwy One, Stinson Beach, CA.**

**GOOGLE MAP WARNING:** Google maps will send you over Mount Tamalpais via Highway One south or Panoramic Highway. **DO NOT** take this approach via bus—this route is not safe for buses. Use the recommended route above.

**OPTIONAL ROUTE FOR CARS ONLY**

The road is narrow, windy and mountainous —buses are prohibited. Travel time should be 35—45 min. from the GG Bridge. At Mill Valley, take Highway 1/Stinson Beach exit. Follow Highway 1 (Shoreline Highway) to Stinson Beach. From the town of Stinson Beach, it is about 3.5 miles north to the Martin Griffin Preserve of ACR.