

Arboretum Field Trip Checklist

Please use this form to help plan for your Arboretum field trip.

Field Trip Date: _____

Time: _____

Before the trip:

- Receive confirmation email from Arboretum and confirm date, time, and all other details in email are correct
- Visit [Arboretum website](#) for any additional forms or information needed
- Arrange transportation to and from Arboretum; determine if bus needs to stay with your group entire time
- Arrange chaperones for trip (at least 1 adult per 10 students recommended)
- Arrange for payment of Arboretum program fees (non ISD 742 schools only)
- Send home [Arboretum parent letter](#) and school permission slip
- Educate students about how to [stay safe while outdoors](#), including how to dress for the weather
- Send home tick safety information available on the [Arboretum website](#) (at bottom of page)
- Determine how class will prevent ticks: MN Department of Health recommends:
 - Long pants, light colored clothes, tuck pants into socks, spray with no more than 30% DEET concentration
- Request '[check me for ticks](#)' stickers if you want to send them home with students after the field trip
- Determine if your group needs to use the restrooms on campus before and/or after your field trip
- Communicate any special needs that need accommodations to Arboretum staff
- Watch for the Arboretum email the week before your trip that will confirm your class' field trip date and time
- _____
- _____

Day of the trip:

- Be in touch via phone with Arboretum staff before school if weather is severe
- Have [directions](#) and location to meet Arboretum staff Meeting location: _____
- If eating [lunch on campus](#), bring lunches and large garbage bags to bring trash back to school with you
- Nametags for students and chaperones
- Ensure students are properly dressed for weather conditions; visit lost and found for extra clothes
- Bring roll of garbage bags if weather is rainy and students need raincoats
- Give chaperones [directions](#) if driving separately
- Have classrooms broken up into small groups, if requested by Arboretum Groups needed: _____
- Bring payment for class, if not taken care of before trip
- Participate in the field trip by participating in activities with your students, assist with class management, and show your own enthusiasm for the natural world!
- _____
- _____

After the trip:

- Remind students to check for ticks that night and the next morning
- Send home 'check me for ticks' stickers if you requested them
- Complete and/or send home the 'What I Learned at the Arboretum' half sheet with students (sent to you via email)
- Complete the Arboretum [evaluation](#) you will receive via email a few days after your trip
- Receive receipt for program fees payment via email from Arboretum (non ISD 742 schools only)
- Submit the [busing reimbursement form](#) (non ISD 742 schools only)
- Watch for emails about upcoming events for teachers and families at the Arboretum
- _____
- _____