



Dear Teacher,

Thank you for arranging to have your classroom visit Saint John's Outdoor University. We are looking forward to providing a quality environmental education experience! This letter confirms the details of your visit and supplies you with important pre-trip information.

Please review the 'Class Registration' you received to verify that all information is correct, including class date, time, and number of students. **If any information is incorrect, please contact us immediately.** You can download and print maps, the parent letter, post-visit worksheet for students, and transportation reimbursement form on our website. Please go to www.csbsju.edu/OutdoorU and click on the 'PreK-12 program' button then 'Teacher Forms'. After your visit, you will receive an email with an evaluation of our program to submit and a receipt for your payment, if applicable.

The **Field Trip Checklist** is available on the website to assist with your planning, along with a short 4 minute pre-trip video to show your students as an introduction on what to expect and how to prepare for their field trip.

Important things you should know before bringing your students on your field trip:

- **No groups are allowed to bring lunches to campus and eat indoors or outdoors.**
- We request at least 1 chaperone for every 10 students or more. There is no charge for adults.
- Please bring nametags for all students. If your students do not have nametags, we will give you materials to make them when you arrive.
- Please have your students dress appropriately to be outside. **Unless there is severe weather, we will hold field trips as scheduled.** A roll of garbage bags makes great emergency rain coats!
- Please educate your students before your trip about how to safely be outside, including staying hydrated, using sunscreen, appropriate clothing, and checking for ticks. For additional information about these topics, check the Outdoor U website.
- Most groups will be provided stickers for your students to wear home to remind them to 'check for ticks' after the field trip (depending on the age and season).
- As there are limited restroom facilities near where your class will be held, please have your students use the restroom before you leave. If you would like for your bus to stop at a restroom on campus before or after your visit, please contact me to arrange this.
- Our website describes the outdoor activities your class will participate in, along with other information, and can be viewed at www.csbsju.edu/OutdoorU.

We are excited to have your classes on a field trip with Saint John's Outdoor University and look forward to seeing you. If you have any questions or concerns about your visit, please contact me. Thank you again for your participation!

Best regards,

Sarah Gainey

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