

Saint John's Outdoor University Field Trip Checklist

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

Field Trip Date: _____

Time: _____

Before the trip:

- Receive confirmation email and confirm date, time, and all other details in email are correct
- Notify Outdoor U if you are planning on having lunch on campus (if it wasn't noted in your confirmation materials)
- Visit [Outdoor U website](#) for any additional forms or information needed
- Arrange transportation to and from Saint John's; 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 Outdoor U program fees by day of field trip or before (if applicable)
- Send home [Parent letter](#) and school permission slip
- Show the [Pre-trip video](#) to educate students about what to expect and how to [prepare to be outdoors](#).
- Send home tick safety information available on the [Outdoor U 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
- 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 Outdoor U staff
- Watch for the Outdoor U 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 Outdoor U staff before school if weather is severe
- Have [directions](#) and location to meet Outdoor U staff Meeting location: _____
- If eating [lunch on campus](#), bring lunches and large garbage bags to put in dumpsters on campus
- 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 Outdoor U 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!
- Send home '[check me for ticks](#)' stickers with students after the field trip (provided by Outdoor U)
- _____
- _____

After the trip:

- Remind students to check for ticks that night and the next morning
- Complete and/or send home the 'What I Learned at the Outdoor U' half sheet with students (sent to you via email)
- Complete the online evaluation you will receive via email a few days after your trip
- Receive receipt for program fees payment via email from Outdoor U (if applicable)
- Submit the [busing reimbursement form](#) (if applicable)
- Watch for emails about upcoming events for teachers and families at the Outdoor U
- Plan your next trip to Saint John's Outdoor University! ☺
- _____
- _____