

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:

- ☐ Arrange and pay for transportation to and from Saint John's on your own; determine if bus needs to stay with your group entire time
- ☐ Arrange chaperones for trip (at least 1 adult per 10 students recommended)
- ☐ Program cost of field trip is **\$6.50/student**. No charge for chaperones or teachers. Checks may be made out to "Saint John's Outdoor University" and brought with you to field trip or mailed to "Saint John's Outdoor University, Attn: Owen Connell, 2346 Science Drive, Collegeville, MN 56321-3000"
- ☐ 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](#)
- ☐ 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 Owen Connell at connell001@csbsju.edu.
- ☐ 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 (Owen's Cell: 203-676-0249)
- ☐ Have directions and location to meet Outdoor U staff Meeting location: _____
- ☐ 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 the evaluation form you will receive via email a few days after your trip
- ☐ Watch for emails about upcoming events for teachers and families at the Outdoor U
- ☐ Plan your next trip to Saint John's Outdoor University! ☺
- ☐ _____
- ☐ _____