



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 Field Trip Confirmation email you received upon registration to verify that all information is correct, including class date, time, and number of students. **If any information is incorrect, please contact me immediately.** To download or print maps of our prairie along with driving instructions please go to www.csbsju.edu/outdooru and click on the PreK-12 Education button, then Teacher Forms. Two weeks before your visit you will receive an email containing our parent letter, weather policy, an overview of your field trip, and driving instructions. 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. We will not have materials for nametags at the trip.
- 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 raincoats!
- In the event of a weather cancellation Owen Connell will contact you by 7:30 am the day of your trip from his personal phone.
- 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 is only a single porta potty near where your class will be held, please have your students use the restroom before you leave.
- Our website has descriptions of the outdoor activities and curriculum 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 Owen Connell. Thank you again for your participation!

See you and your class soon!

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