



Teacher Checklist

Please print this checklist and use it while planning your program.

2 weeks before your field trip:

- Get excited! Yes, the planning can be a lot of work, but the students will love their field trip.
- Check the field trip schedule to make sure the arrival and departure times are accurate. Make sure you have enough time for lunch.
- Conduct one of the Rivers Are Alive pre-field trip activities if you haven't already.
- Send the Field Trip Packing List home with your students
- Communicate with students and parents about weather-appropriate clothing. It's better to be prepared with extra jackets, layers, and raingear if there is a chance of cold weather or rain. Good shoes are essential to staying warm. If your program involves wading into the river, make sure students have an extra pair of shoes and socks, or rain boots.

1 week before your field trip:

- Print the field trip schedule and driving directions to the site for each bus or car driver.
- Print the one page "Chaperone Guide to Rivers Are Alive" for each chaperone.
- Split your students into the learning groups listed on the schedule.
- Inform students of the Rivers Are Alive field trip guidelines listed in the Field Trip Guide.
- Create nametags for your students so we can call your students by name from the start!
- Check the weather forecast. If the weather seems unbearable, call to reschedule your program.
- Review the schedule for how lunch time is scheduled. Sometimes we ask students to carry their lunches in their backpacks. Sometimes, it makes sense to have them organized by learning group. There will be instructions for lunches on your schedule.
- Contact the Education and Outreach Coordinator at the St. Croix River Association if you have questions. 715-483-3300**

Day of the field trip:

- Make sure students know what learning group they are in (write it on their nametag).
- Give out nametags to students with their first name only. Masking tape works great! Have students put their nametags on the layer of clothing that's likely to be on the outside.
- Give the field trip schedules and driving directions to the bus or car drivers. If there's a complicated shuttling schedule, review the schedule with the drivers.
- Give out the one page "Chaperone Guide to Rivers Are Alive" to each chaperone.
- Keep students seated when the buses arrive. Have the lead teacher briefly check in with our staff before unloading the buses.