

# William N. Pennington Foundation Field Trip Program Pre-Visit Checklist



## Please complete these items BEFORE your field trip:

- Return completed/signed contract to The Discovery
- Schedule transportation
- Review The Discovery's teacher resources: [http://www.nvdm.org/grown\\_ups/for\\_educators.php](http://www.nvdm.org/grown_ups/for_educators.php)
- Review The Discovery's behavior expectations with students for field trip
- Have students complete behavior contract
- Arrange for field trip chaperones and let them know my expectations for the day and students behavior
- Create small groups for each chaperone
- Print and fill out the customizable Discovery itinerary tool for each chaperone
- Watch The Discovery's field trip orientation video with students (and chaperones when available):  
[http://www.nvdm.org/grown\\_ups/for\\_educators.php](http://www.nvdm.org/grown_ups/for_educators.php)
- Print and send home the field trip parent letter found on The Discovery's teacher resources page:  
[http://www.nvdm.org/grown\\_ups/for\\_educators.php](http://www.nvdm.org/grown_ups/for_educators.php)
- Discuss with students any curriculum connections you want them to be aware of during their field trip.  
For example, "Students, we have been studying the water cycle this year in third grade. While at the Discovery I want you to pay close attention of their exhibit called Truckee Connects. When we get back we will be filling out a T-chart to compare and contrast their model with what we have learned."

## Keep these things in mind DURING your field trip:

- Check in at the front desk and paid for field trip
- Monitor and encourage active participation from both students and chaperones
- Remind students of curriculum connections
- Have fun!

## Continue the learning AFTER your field trip:

- Complete an "Extend Their Learning" activity, available on The Discovery's educator resource web page