



# PRE-PROGRAM CHECKLIST

- Use provided permission slip to collect t-shirt sizes and sandwich choices from each participant.
- Divide students into groups of 10 with one lead chaperone and one assistant chaperone per group.  
Suggestion: mix genders.
- Complete the “Discover Texas Field Trip Information” Form and submit to Education in Action’s Program Coordinator.
- Collect “Medical Forms” and put them in your backpack to have them with you on the day of the program. \*Note any allergies and confirm they are indicated on the “Discover Texas Field Trip Information” Form.
- Verify the school’s t-shirt order when it arrives. Notify Education in Action IMMEDIATELY if there are issues with your order to allow time to resolve. **Education in Action strongly recommends not handing out t-shirts until the morning of the program.**
- Put name on each student and adult drink bag. Each participant needs at least three drinks.
- Use the sandwich stickers provided by Education in Action to label each participant’s drink bag with their sandwich order.
- The afternoon/night before the program, set each color group’s materials on their own table in the room participants will be meeting in the morning of the program:
  - T-shirts
  - Name tags
  - Drink bags with name and sandwich sticker attached
- Assign roles to participating adults. See next page.
- Training:** set out role cards, backpacks, bus box, and blue/red folders.

# ASSIGN ROLES PRIOR TO PROGRAM:

## WRANGLER [ASSIGN A TEACHER TO THIS ROLE]

Dismisses complete groups to the bus as they arrive in the morning.

Teacher: \_\_\_\_\_

## TRAIL BOSS - MORNING - [ASSIGN A TEACHER TO THIS ROLE]

Gets everyone on the bus and settled, goes over bus rules, and dismisses groups from the bus.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## TRAIL BOSS - EVENING - [ASSIGN A TEACHER TO THIS ROLE]

Draws for prizes, ensures the bus is clean, and dismisses groups from the bus.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## STORYTELLER

Leads Bus Activity #1: *Texas: The Big Picture* DVD.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## COOKIE

Distributes lunch and dinner on the bus.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## NATIVE TEXAN

Leads Bus Activity #2: Texas State Symbols Puzzle.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## ENTERTAINER

Leads Bus Activity #3: Cowtown BINGO.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## SURVEYOR

Leads Bus Activity #4: Jeopardy!

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

# DAY OF PROGRAM:

Time to be at school: \_\_\_\_\_ Time to depart school: \_\_\_\_\_

- Have students sit in one location in their color groups the morning of the program with their lead or assistant chaperone.
- All students should be wearing their nametag and t-shirt and have their drink bag with three drinks.
- Student groups should be on the same bus with their group's lead chaperone and assistant chaperone (if applicable).
- Medical Forms with Coordinating Teacher
- Bus Drivers' Names and Phone #'s:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

- ★ Discover Texas Field Trip Director's Phone Number is 817-793-8300.

## EDUCATION IN ACTION PROVIDES

### ★ Backpack

- Small bottle of Germ-X
- Wet Wipes
- Small First Aid Kit (Band-Aids, Neosporin)
- Arlie Armadillo plushy
- Pencils
- Snacks and drinks

### ★ Lanyard Nametag for each adult

- Texas Tokens, Pen, and Tissues

### ★ Bus Box

- Biohazard Clean Up Bag – in case someone gets sick
- Curriculum for the bus – backup games
- Movies for the Ride Home
- Prizes
- Pencil Sharpener

### ★ First Aid Kit – with Coordinating Teacher

### ★ Each participant receives:

- Arlie the Armadillo Plushy
- Souvenir T-shirt
- Drink Bag
- Lanyard Name tag
- Lunch and Dinner (plates, napkins, etc.)



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