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.
- ☐ Each participant needs at least three drinks. (Snacks & Lunch)
- ☐ 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. **Education in Action strongly recommends not handing out t-shirts until the morning of the program.**
- ☐ Assign roles to participating adults. See next page.
- ☐ **Training:** set out role cards, backpacks, drawstring bags, and bus bag(s).

ASSIGN ROLES PRIOR TO PROGRAM:

WRANGLER [ASSIGN A TEACHER TO THIS ROLE -NO ROLE CARD NEEDED]

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: _____

NATIVE TEXAN

Leads Bus Activity #2: Texas State Symbols Seek and Color.

Bus #1: _____ Bus #2: _____ Bus #3: _____ Bus #4: _____

COOKIE

Distributes lunch and dinner on the bus.

Bus #1: _____ Bus #2: _____ Bus #3: _____ Bus #4: _____

ENTERTAINER

Leads Bus Activity #3: Texas State Capitol 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 name tag and t-shirt and have their drink bag with three drinks and drawstring bag.
- ☐ 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:

★ **Drawstring bag for each participant:**
- Souvenir t-shirt
- Drink Bag
- Bus Activities – includes crayons and pencil
- Program Souvenirs
- Snacks
- Lanyard Name Tag – (Adult name tags include Texas Tokens, pen, and tissues)
- Wet wipes

★ **Drawstring bag for adults also include:**
- Small First Aid Kit (Band-Aids, Neosporin)
- Arlie the Armadillo plushy

★ **Each participant receives:**
- Arlie the Armadillo plushy
- Lunch

★ **Bus Bag**
- Curriculum for the bus, backup games, and movies for the ride home
- Biohazard clean up bag – in case someone gets sick
- Prizes
- Bus supplies

★ **Curriculum Backpacks:**
- Curriculum for venues
- First Aid Kit

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