



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.
- 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:

Project Manager (assign a teacher to this role—no role card needed)

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

Teacher: _____

Professor 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: _____

Professor 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: _____

Speleologist

Leads Bus Activity #1: *Inner Space Cavern* DVD and Bus Activity #4: *Waco Mammoth National Monument* DVD.

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

Environmental Scientist

Leads Bus Activity #2: *Water Recycles* Seek and Color.

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

Lab Scientist

Distributes lunch and dinner on the bus.

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

Geoscientist

Leads Bus Activity #3: *Water Rocks!* BINGO.

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 numbers:

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)
 - Maggie the Mammoth plushy
- ★ **Each participant receives:**
 - Maggie the Mammoth plushy
 - Lunch and dinner (plates, napkins, etc.)
- ★ **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



P.O. Box 2285 ★ Keller, TX 76244
information@educationinaction.org
www.educationinaction.org
817-562-4957

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