



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. (Snack, Lunch, Dinner)
- 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

VICE PRESIDENT

(assign a teacher to this role - No Role Card Needed)

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

Teacher: _____

SPEAKER OF THE BUS - 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: _____

SPEAKER OF THE BUS - 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: _____

SECRETARY OF EDUCATION

Leads Bus Activity #1: DVD with question/answer.

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

SECRETARY OF ENTERTAINMENT

Leads Bus Activity #1: Stars and Stripes BINGO.

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

EXECUTIVE CHEF

Distributes lunch and dinner on the bus.

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)
- Elliot the Eagle plushy

★ **Each participant receives:**

- Elliot the Eagle 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



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