



# 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:

## 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: \_\_\_\_\_

## ENTERTAINER

Leads Bus Activity #1: Cowtown BINGO.

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: \_\_\_\_\_

# 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)
  - Lucy the Longhorn plushy
- ★ **Each participant receives:**
  - Lucy the Longhorn 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

©Education in Action. All rights reserved.